NAVY DEPARTMENT

BUREAU OF NAVIGATION

MARINE CORPS HISTORICAL LIBRARY

INSTRUCTIONS

GOVERNING THE

HANDLING OF ENLISTED PERSONNEL

BUREAU OF NAVIGATION

INFORMATION FOR COMMANDERS IN CHIEF, FORCE AND DIVISION COMMANDERS, COMMANDANTS, AND COMMANDING OFFICERS

ISSUED JANUARY 1, 1920

These instructions shall be carefully followed. Much unnecessary correspondence devolves upon the Bureau by a lack of familiarity with existing instructions by some commanding officers or a desire to have their provisions waived in the interest of individuals

WASHINGTON
GOVERNMENT PRINTING OFFICE
1920

MARINE CORPS
HISTORICAL
FEB 15 1968
HIST REFERENCE SEC
10,331

VD
23
.A5
1920
c.1

TABLE OF CONTENTS.

Subject.	Paragraphs.
CHAPTER I. Enlistments, reenlistments, extensions of enlistment, and changes in status of enlistment	1–999
Recruiting	1–99
Importance of recruiting	1–9
Recruiting officers on ships	10–19
Enlistments on ships	20–29
Publicity	100–199
Ship activities	100–109
News items for publicity purposes	110–119
Organization of recruiting service	200–299
Recruiting divisions	200–209
Recruiting districts	210–219
Recruiting bureau	220–229
Location of divisions and districts	230–239
First enlistments on ships and at stations other than recruiting stations	300–399
Length of enlistment	300–309
Outfits on first enlistment	310–319
Bounty for postmasters	320–329
Restrictions to enlistment	330–339
Underage enlistments	340–349
Ships and stations authorized to enlist	350–359
First enlistment ratings	360–369
Disposition of recruits	370–379
Reenlistments	400–499
Authority for reenlistments	400–409
Restrictions to reenlistments	410–419
Honorable discharge gratuity	420–429
Leave on reenlistment	430–439
Reenlistment of men not recommended for reenlistment	440–449
Men rejected physically	450–459
Extension of enlistment	500–599
Authorization for extension	500–509
Restrictions to extension	510–512
Cancellation of extension	520–529
Record of extensions	530–539
Change of status of enlistment	600–699
Authorization for change	600–609
Records of change	610–619
Transfer from reserve force to regular navy	700–799
Authorization for transfer	700–709
Procedure to effect transfer	710–719
Shipping articles and reports of enlistments	800–899
Preparation of shipping articles	800–809
Forwarding of shipping articles	810–819
Reports of enlistments	820–829

Subject.	Paragraphs.
CHAPTER II. Identification	1000–1999
Identification records	1000–1099
Preparation for bureau files	1000–1009
Finger prints in case of crime	1010–1019
Salvage of equipment	1020–1029
Identification tags	1100–1199
Preparation of tags	1100–1109
Issue and use of tags	1110–1119
Identifying a dead body	1120–1129
Salvage of tags	1130–1139
CHAPTER III. Transportation	2000–2999
Transportation by water	2000–2019
Transportation via Army transport	2000–2009
Transportation via steamship line	2010–2019
Transportation by rail	2100–2199
Officers authorized to issue transportation	2100–2109
Forms for transportation requests	2110–2119
Instructions governing the issue of transportation	2120–2129
Instructions governing transportation in Pullman cars	2130–2139
Transportation for special classes of men	2140–2149
Procedure required to obtain ticket	2150–2159
Transportation—subsistence	2200–2299
Military meal identification cards	2200–2209
Meal tickets	2210–2219
Transportation for men discharged or released from active service	2300–2399
Travel allowance for released or discharged men	2300–2309
Reduced fare for released or discharged men	2310–2319
Furlough fare	2400–2499
Benefits	2400–2409
Restrictions	2410–2419
Furlough fare certificates	2420–2429
Transportation reports	2500–2599
Checked by Bureau of Navigation	2500–2509
Special instructions	2510–2519
CHAPTER IV. Training	3000–3999
Training at shore stations	3000–3039
Training stations	3000–3009
Special schools	3010–3019
Trade schools	3020–3029
Recruit trade schools	3030–3039
Training at sea	3100–3199
General training	3100–3109
Special training	3110–3119
Trade schools	3200–3299
General qualifications	3200–3209
Restrictions	3210–3219
Special qualifications for trade schools	3300–3399
Seaman gunners' school	3300–3309
Ordnance class	3300–3304
Torpedo class	3300–3304
Deep-sea diving class	3305–3309
General electrical school	3310–3319
General electricity class	3310–3312
Gyro compass class	3313–3319

Subject.	Paragraphs.
CHAPTER IV. Training—Continued.	
Special qualifications for trade schools—Continued.	
Radio school	3320–3329
Radio operators' class	3320–3322
Radio telephone class	3323–3325
Radio compass class	3326–3329
Machinist's mates' school	3330–3339
Machinist's mates' class	3330–3331
Enginemen's class	3332–3333
Gas enginemen's class	3334–3335
Coppersmiths' class	3336–3337
Motor-boat operators' class	3338–3339
Artificers' school	3340–3349
Shipfitters' class	3340–3341
Shipwrights' class	3342–3343
Blacksmiths' class	3344–3345
Painters' class	3346–3347
Molders' class	3348–3348a
Pattern-makers' class	3349–3349a
Commissary school	3350–3359
Commissary stewards' class	3350–3352
Ship's cooks' class	3353–3355
Bakers' class	3356–3359
Fuel oil school	3360–3369
Fuel oil class	3360–3369
Pharmacist's mates' training school	3370–3379
Pharmacist's mates' class	3370–3379
Diesel engine school	3380–3389
Class for instruction in care and operation of Diesel engines	3380–3389
Optical repair school	3390–3399
Optical repair class	3390–3399
Special qualifications for aviation trade schools	3400–3499
Aviation mechanics' school	3400–3499
Apprentice metal workers' class	3400–3409
Apprentice woodworkers' class	3410–3419
Machinist's mates' class	3420–3424
Advanced machinist's mates' class	3425–3429
Ignition class	3430–3439
Instrument repair class	3440–3449
Quartermasters' (A) class	3450–3454
Quartermasters' (D) class	3455–3459
Carpenter's mates' class	3460–3469
Boatswains' and carpenters' class	3470–3479
Armorers' class	3480–3489
Coppersmiths' class	3490–3494
Meterology and aerology class	3495–3499
Special qualifications for recruit trade schools	3500–3599
Yeoman school	3500–3509
Yeoman class	3500–3509
Musicians' school	3510–3519
Musicians' class	3510–3519
Signal school	3520–3529
Signalmen's class	3520–3529
Buglers' school	3530–3539
Buglers' class	3530–3539

Subject.	Paragraphs.
CHAPTER IV. Training—Continued.	
Mess attendants' school	3540–3549
Mess attendants' class	3540–3549
Hospital corps training school	3550–3559
Hospital apprentices' class	3550–3559
CHAPTER V. Advancement in ratings	4000–4999
Abbreviations and designations	4000–4099
Abbreviations	4000–4009
General service designations	4010–4019
Aviation designations	4020–4029
General instructions for advancements	4100–4199
Authority for advancements	4100–4109
Men eligible for advancement	4110–4119
Restrictions to advancement	4120–4129
Confirmation of naval reserves	4130–4139
Procedure in making advancement	4140–4149
Permanent appointments	4200–4299
Authorization for issue	4200–4209
Men eligible for permanent appointment	4210–4219
General qualifications for permanent appointment	4220–4229
Examination boards	4230–4239
Revocation and cancellation	4240–4249
Special qualifications for advancement in rating	4300–4399
Qualifications for all men for advancement	4300–4309
Qualifications for men in the messman branch	4310–4319
Qualifications for nonrated men in the seaman branch	4320–4329
Qualifications for nonrated men in the special branch	4330–4339
Qualifications for nonrated men in the artificer branch	4340–4349
Qualifications for rated men in the seaman branch	4350–4359
Qualifications for rated men in the artificer branch	4360–4369
Qualifications for rated men in the artificer branch, engine-room force	4370–4379
Qualifications for rated men in the special branch	4380–4389
Qualifications for rated men in the commissary branch	4390–4399
Special qualifications for advancement in aviation ratings	4400–4499
General remarks	4400–4409
Qualifications for appointment to special details	4500–4599
Chief petty officer instructors	4500–4509
Men qualified for submarine work	4510–4519
Navy mail clerks	4520–4529
Gun captains	4530–4539
Signalmen	4540–4549
Listeners	4550–4559
CHAPTER VI. Appointments and promotions	5000–5999
Appointments to the Naval and Military Academies	5000–5099
Appointments to the Military Academy	5000–5009
Appointments to the Naval Academy	5010–5019
Promotions	5100–5199
When examinations are held	5100–5109
Eligibility for examinations	5110–5119
Applications	5120–5129
Examinations	5130–5139
Temporary appointments	5140–5149
Instructions to examination boards	5150–5159
Examination for boatswain	5200–5299
Preliminary examination	5200–5209
Examination for gunner (ordnance)	5300–5309
Preliminary examination	5300–5309

Subject.	Paragraphs.
CHAPTER VI. Appointments and promotions—Continued.	
Examination for gunner (electrical)	5310–5319
Preliminary examination	5310–5319
Examination for gunner (radio)	5320–5329
Preliminary examination	5320–5329
Examination for machinist	5400–5499
Preliminary examination	5400–5499
Examination for carpenter	5500–5599
Preliminary examination	5500–5509
Examination of civilians	5510–5519
Examination for pay clerk	5600–5699
Preliminary examination	5600–5609
Examination for pharmacist	5700–5799
Qualifications	5700–5709
Preliminary examination	5710–5719
Special qualifications for promotions to aviation warrant ranks	5800–5899
Boatswain (aviation)	5800–5809
Gunner (aviation)	5810–5819
Machinist (aviation)	5820–5829
Carpenter (aviation)	5830–5839
CHAPTER VII. Transfers and details	6000–6999
General instructions	6000–6099
Bureau's policy	6000–6009
Officers authorized to transfer men	6010–6019
Requests for transfer	6020–6029
General instructions for transferring men	6030–6039
Men transferred without pay accounts	6040–6049
Special transfers	6100–6199
Recall of men to active duty	6100–6109
Transfers for training purposes	6110–6119
Transfers to special stations	6120–6129
Transfers to foreign service	6130–6139
Transfers of patients to hospitals	6140–6149
Transfers of men for discharge	6150–6159
Transfers of hospital corpsmen	6160–6169
Special details	6200–6299
Shore duty in general	6200–6209
Trade schools	6210–6219
Recruiting duty	6220–6229
Naval reserve vessels	6230–6239
Chief petty officer instructors at naval stations	6240–6249
Naval bands	6250–6259
Liberty, leave, and furlough	6300–6399
Liberty	6300–6309
Leave	6310–6319
Furlough without pay	6320–6329
Reports of transfer	6400–6499
Necessity for reports	6400–6409
Form N. Nav. 8	6410–6419
Muster rolls	6420–6429
Crew and passenger lists of vessels sailing for distant service	6430–6439
Reports of personnel on receiving ships	6440–6449
Reports to other bureaus	6450–6459
CHAPTER VIII. Discipline	7000–7999
Administration of discipline	7000–7999
Officers authorized to administer oaths	7000–7009
Reserves on inactive duty subject to naval discipline	7010–7019
Naval men on naval reserve vessels	7020–7029

Subject.	Paragraphs.
CHAPTER VIII. Discipline—Continued.	
Deserters and stragglers	7100–7199
Stragglers	7100–7109
Deserters	7110–7119
Men surrendering	7120–7129
Rewards	7130–7139
Records of deserters	7140–7149
Men for trial	7200–7299
Bureau's policy	7200–7209
Reports of men awaiting trial	7210–7219
Miscellaneous, Soldiers' and sailors' civil relief act	7220–7229
Punishments	7300–7399
Stoppage of pay for disease or injury due to misconduct	7300–7309
Records of punishments	7310–7319
Rewards and privileges	7400–7499
Good-conduct medals	7400–7409
Letters of commendation	7410–7419
Men awarded medals	7420–7429
Record of performance of duty	7500–7599
Bureau's policy	7500–7509
Quarterly marks	7510–7519
General instructions for assigning marks	7520–7529
Special instructions for assigning marks	7530–7539
Special qualifications	7540–7549
CHAPTER IX. Discharges and deaths	8000–8999
General instructions	8000–8099
Forms for discharges	8000–8009
Requests for discharge	8010–8014
Restrictions to discharge	8015–8019
Early discharges	8020–8029
Medical discharges	8030–8039
Discharges and releases of men without pay accounts	8040–8049
Entries on discharges	8050–8059
Instructions for men who are to be discharged	8060–8069
Instructions for issuing discharges	8070–8079
Instructions for placing men on inactive duty	8080–8089
Bonus for released men	8090–8099
Honorable discharges	8100–8199
Men eligible for honorable discharge	8100–8109
Qualifications for honorable discharge	8110–8119
Honorable discharge blanks and buttons	8120–8129
War service certificates	8130–8139
Good discharges	8200–8299
Made honorable by extension of enlistment	8200–8209
Discharge of men in June and December	8210–8219
Discharge of reserves to enlist in Army or Marine Corps	8220–8229
Discharges for disciplinary purposes	8300–8399
Men to be transferred to naval station nearest home	8300–8309
Undesirable discharges	8310–8319
Discharge of men enlisted under age	8320–8329
Men discharged to be furnished with civilian clothes	8330–8339
Deaths	8400–8499
Identification of deceased person	8400–8409
Reports of deaths	8410–8419
Disposition of remains	8420–8429
Transportation of remains	8430–8439
Effects of deceased persons	8440–8449

Subject.	Paragraphs.
CHAPTER X. Miscellaneous subjects	9000–9999
Correspondence	9000–9099
Service numbers	9000–9009
Unofficial correspondence from enlisted men	9010–9019
Correspondence concerning men who have been transferred	9020–9029
Naval militia correspondence	9030–9039
Registered mail	9040–9049
Congressional correspondence	9050–9059
Service records and continuous-service certificates	9100–9199
Comparison of men with records	9100–9109
Entries required on continuous-service certificates	9110–9119
Instructions for making entries in records	9120–9129
Disposition of records in special cases	9130–9139
Citizenship	9200–9299
Naturalization of aliens	9200–9209
Naturalization of Filipinos	9210–9219
Entry of citizenship in records	9220–9229
Subsistence	9300–9399
Authorization	9300–9309
Ship recruiting parties	9310–9319
Instructions for paying subsistence in special cases	9320–9329
Subsistence reports	9330–9339
Claims	9400–9499
Arrears of pay, subsistence	9400–9409
Clothing lost in a marine disaster	9410–9419
Medals	9500–9599
Victory Medals	9500–9509
Medal of Honor, Distinguished Service Medal, Navy Cross	9510–9519
War risk insurance	9600–9699
Family allotments and allowances	9600–9609
Term insurance	9610–9619
Converted insurance	9620–9629
Miscellaneous instructions	9630–9639
Uniforms	9700–9799
Special winter clothing outfit	9700–9709
Fitting of uniforms	9710–9719
Instructions regarding wearing uniform	9720–9729
Miscellaneous	9900–9999
Allotments for the support of men's families	9900–9909
Certificates of identification	9910–9919
Duty on gifts sent home from abroad	9920–9929
Employment in Federal civil service	9930–9939
Red Cross home service	9940–9949
Retirement	9950–9959

INSTRUCTIONS GOVERNING THE HANDLING OF ENLISTED PERSONNEL.

CHAPTER I.—ENLISTMENTS, REENLISTMENTS, EXTENSION OF ENLISTMENTS, AND CHANGE OF STATUS OF ENLISTMENTS.

RECRUITING.

1. **Importance of recruiting.**—The personnel situation at present is extremely critical, and will continue so for several years. There are insufficient numbers of men to man the fleets alone, with no provisions for shore stations, training stations, etc. In order that the vacancies on these ships and stations may be filled and the personnel of the Navy be brought up to full strength, commanding officers of all ships and stations are earnestly requested to cooperate in every possible way with the recruiting service.

10. **Recruiting officers on ships.**—Each commanding officer of a ship will designate an officer to act as a recruiting officer in addition to his other duties, and will exert every effort during the stay of the ship in port to promote first enlistments of desirable men to a maximum. Traveling recruiting parties will not be sent out from ships and stations unless specially ordered by the bureau, but when so directed they will report to the local recruiting station for temporary duty to assist the recruiting service.

20. **Enlistments for ships and stations.**—All recruiting will be done by the regular recruiting service, except in the following cases:

(*a*) Men who are qualified to serve on cruising vessels, without further training, by virtue of previous military service or experience in civil life, may be enlisted on board such vessels.

(*b*) Men who are qualified to serve at air stations without further training, by virtue of previous military service, may be enlisted at an air station to fill actual vacancies in complement.

21. Applicants for enlistment who have not had previous military service or the necessary experience in civil life, may be sent to the nearest recruiting station with the understanding that upon enlistment they will be sent to the nearest training station for the regular period of recruit training, upon the completion of which they will be transferred to the ship or station through whose efforts they were enlisted. No promise will be made any man enlisted in accordance with this paragraph or paragraph 20 above regarding the length of time he may expect to remain on the ship or station he chooses.

PUBLICITY.

100. **Ship activities.**—Commanding officers should give the widest publicity to the gravity of the personnel situation and take every possible means to stimu-

late Navy publicity and recruiting. Recruiting officers on all ships should be given additional assignment as publicity officers, and in addition to such other measures as may be deemed advisable, commanding officers will carry out the following procedure:

(*a*) Submit requests for supplies of recruiting literature to the Navy Recruiting Bureau, 318 West Thirty-ninth Street, New York City.

(*b*) Use every effort to impress upon the officers and men of their commands the importance of securing desirable recruits. Crews should be instructed regarding the importance of this work in talks and lectures by divisional officers.

(*c*) When ships are in port on visiting days, competent petty officers should be detailed to distribute recruiting literature to visitors and endeavor to persuade young men to enlist on board or at a recruiting station.

(*d*) Men on leave should be requested to visit recruiting stations in their home towns, and to advise their friends and other young men in the Navy to call on the recruiting officers and talk over the question of enlistment. Recruiting officers have been instructed to welcome these men on leave and extend such courtesies as may be practicable at main and substations.

(*e*) On ships named for States and prominent cities the publicity officer should keep recruiting stations in the State or city concerned supplied with photographs and personnel activities of the ships, together with reports of interesting events which may be used by recruiting officers for news items in local papers. In the event that commanding officers may overlook this important feature of publicity, recruiting officers are requested to bring the matter to their attention. The intent of this form of publicity is to link the ship with the State or city for which she is named.

110. **News items for publicity purposes.**—Commanding officers are directed to make every effort to obtain photographs bearing on the Navy and having news value. Negatives of these photographs, developed or undeveloped, will be forwarded to the Bureau of Navigation, recruiting section, as soon as possible after being taken. Notes of the subject should be forwarded with the negatives. Photographs with names and home addresses, dates of enlistment, length of service, etc., of men who are successful in athletics or other activities, can be used for publication in local newspapers throughout the country. Photographs and items of unusual interest regarding promotions of enlisted men to commissioned or warrant rank, winners of medals of honor, Bailey medals, life-saving medals, and athletic competitions, acts of heroism, etc., are especially desired. In each instance the full name of the man concerned, his rating, home address, and, whenever practicable, his next of kin, should be mentioned.

ORGANIZATION OF THE RECRUITING SERVICE.

200. **Recruiting divisions.**—For purposes of administration the recruiting service is divided into seven recruiting divisions, each division being in charge of a recruiting inspector, with headquarters in the principal city of the division, whose duties are to inspect, supervise, and generally superintend the methods of recruiting employed by the recruiting officers of his division.

210. **Recruiting districts.**—To properly cover the territory comprising the seven recruiting divisions, each division is divided into various districts. Main recruiting stations, which are the headquarters of all recruiting districts, are in charge of recruiting officers, under whose orders the medical officers and enlisted personnel on recruiting duty operate. Substations are established in the less important and smaller cities of recruiting districts, and operate under the jurisdiction of the recruiting officer of the district. First enlistments and reenlistments by the recruiting service are made at main recruiting stations, substations sending in applicants to the main stations for enlistment. Traveling recruiting parties are sent throughout the territory of the recruiting district, and send applicants to the main station for enlistment.

220. **Recruiting Bureau.**—The Navy Recruiting Bureau has charge of the preparation and printing of recruiting booklets, posters, and miscellaneous recruiting literature, and supplies recruiting officers, ships, and stations with printed matter for recruiting purposes.

230. **Location of divisions and districts.**—Headquarters of Navy Recruiting Bureau, recruiting inspectors, and recruiting officers are located in the following cities:

Headquarters, Navy Recruiting Bureau	New York, N. Y.
New England Division:	
Recruiting inspector	Boston, Mass.
Navy recruiting station	Portland, Me.
Do	Burlington, Vt.
Do	Boston, Mass.
Do	Providence, R. I.
Do	New Haven, Conn.
Eastern Division:	
Recruiting inspector	New York, N. Y.
Navy recruiting station	Albany, N. Y.
Do	New York, N. Y.
Do	Syracuse, N. Y.
Do	Buffalo, N. Y.
Do	Newark, N. J.
Do	Philadelphia, Pa.
Do	Scranton, Pa.
Do	Pittsburgh, Pa.
Do	Cleveland, Ohio.
Do	Parkersburg, W. Va.
Do	Baltimore, Md.
Do	Washington, D. C.
Do	Richmond, Va.
Do	Norfolk, Va.
Central Division:	
Recruiting inspector	Chicago, Ill.
Navy recruiting station	Cincinnati, Ohio.
Do	Louisville, Ky.
Do	Indianapolis, Ind.
Do	Peoria, Ill.
Do	Chicago, Ill.
Do	Milwaukee, Wis.
Do	Detroit, Mich.
Southeastern Division:	
Recruiting inspector	Atlanta, Ga.
Navy recruiting station	Raleigh, N. C.
Do	Columbia, S. C.
Do	Nashville, Tenn.
Do	Atlanta, Ga.
Do	Birmingham, Ala.
West Central Division:	
Recruiting inspector	Omaha, Nebr.
Navy recruiting station	Minneapolis, Minn.
Do	Des Moines, Iowa
Do	St. Louis, Mo.
Do	Omaha, Nebr.
Do	Kansas City, Mo.
Do	Denver, Colo.

Southern Division:
- Recruiting inspector—New Orleans, La.
- Navy recruiting station—Meridian, Miss.
  - Do—Little Rock, Ark.
  - Do—New Orleans, La.
  - Do—Oklahoma City, Okla.
  - Do—Dallas, Tex.
  - Do—Houston, Tex.

Western Division:
- Recruiting inspector—San Francisco, Calif.
- Navy recruiting station—El Paso, Tex.
  - Do—Salt Lake City, Utah
  - Do—Seattle, Wash.
  - Do—Portland, Oreg.
  - Do—San Francisco, Calif.
  - Do—Los Angeles, Calif.
  - Do—San Diego, Calif.

231. A list of stations in the recruiting service giving addresses of Navy Recruiting Bureau, recruiting inspectors, main recruiting stations and recruiting substations, by divisions and districts, is printed monthly and will be mailed to all ships and stations.

FIRST ENLISTMENTS ON SHIPS AND STATIONS OTHER THAN RECRUITING STATIONS.

300. **Length of enlistment.**—The naval appropriation act approved 11 July, 1919, provides in part: "Until 30 June, 1920, enlistments in the Navy may be for terms of two, three, or four years, and all laws now applicable to four-year enlistments shall apply under such regulations as may be prescribed by the Secretary of the Navy to enlistments for a shorter period, with proportionate benefits upon discharge and reenlistment." Enlistments are authorized for two, three, or four years at the option of the recruit in all ratings now open for first enlistment except that applicants for the Machinist's Mates' School and for the Aviation Mechanics' School will not be enlisted for shorter periods than three years. Exercise greatest care in preparation of shipping articles and all enlistment papers to show proper term of enlistment in each case.

310. **Outfits.**—The naval appropriation act approved 1 July, 1918, provides outfits on first enlistment for all enlisted men, either Regulars or Reserves, not to exceed $100 each. On enlistment of all men who are to be transferred immediately for training or other purposes, they should be given an outfit of clothing sufficient for their immediate needs. All men who have been discharged from the Reserve Force by special order, without refund, are entitled upon reenlistment, to outfits authorized for recruits, if they are making their first enlistment in the regular Navy.

320. **Bounty for postmasters.**—The act which authorized the payment of $5 to postmasters at second, third, and fourth class offices, for each recruit secured by them and accepted by the Navy or Marine Corps, has been repealed, and these postmasters are not entitled to any payment for securing recruits for the Navy.

330. **Restrictions.**—No person shall be first enlisted in the Navy who is not a citizen of the United States or a native of the insular possessions. Recruiting officers must assure themselves in each case of the fact of citizenship or of place of birth, as the case may be, and make entry to this effect on shipping articles and service record.

331. No person will be enlisted for, or retained in, the Navy who is addicted to the use of intoxicating liquors or drugs, or who at any time shows evidence of intemperance or a morbid use of drugs. No person temperamentally unfitted for hospital work will be accepted for the Hospital Corps.

332. All natives of the insular possessions who enlist or re-enlist in the Navy must understand that they will probably be required for duty in the United States, and will not be retained on or sent to their home stations during such enlistments unless their services are required there.

340. **Underage enlistments.**—Considering the large expense to the Government, with no return involved, in the large number of underage discharges which have been made, the attention of all recruiting officers is called to the necessity of carefully investigating each case where a possibility exists that the applicant is underage.

341. While it is desired that every effort be made to avoid creating in the minds of applicants the feeling that the recruiting officer has a threatening attitude, it is desired to call the attention of men, whose appearance leads the recruiting officer to believe that an effort will subsequently be made to obtain an underage discharge, to the fact that an underage enlistment constitutes a fraud against the Government, and to the fact that in the future men discharged for underage enlistment will be transferred to the naval station nearest their homes for discharge as undesirable.

342. In the case of an applicant who claims to be over 18, if the recruiting officer believes that he may have misrepresented his age, he shall be required to submit birth or baptism certificate, or a statement from the parent or guardian subscribed to before a person authorized to administer oaths, setting forth his correct date of birth.

343. No certificate or consent paper will be accepted by the recruiting officer on which alterations are noticeable, particularly as to date of birth.

344. A certified copy of birth or age certificate will be securely pasted in a recruit's service record at the time of enlistment, for the information of commanding officers in acting upon underage enlistments which later may be brought to their attention.

350. **Ships and stations authorized to recruit.**—In order that the bureau may exercise proper supervision over all recruiting activities, and to insure that service numbers are properly assigned to all first enlistments of men without previous service in the Navy or Naval Reserve Force, such first enlistments are authorized only at the following ships and stations, in addition to regular recruiting station:

Receiving ships:
- Boston, Mass.
- Bremerton, Wash.
- Cavite, P. I.
- Charleston, S. C.
- Guam, M. I.
- Guantanamo, Cuba.
- Key West, Fla.
- Mare Island, Calif.
- United States Naval Academy, Annapolis, Md.
- New London, Conn.
- New Orleans, La.
- Norfolk, Va.
- Olongapo, P. I.
- Philadelphia, Pa.
- Pearl Harbor, H. I.
- Pensacola, Fla.
- Portsmouth, N. H.
- San Francisco, Calif.

Receiving ships.—Continued.
- San Pedro, Calif.
- St. Thomas, V. I.
- Tutuila, Samoa.
- Washington, D. C.

Naval hospitals:
- Fort Lyon, Colo.
- Parris Island, S. C.

Training stations:
- Great Lakes, Ill.
- Gulfport, Miss.
- Newport, R. I.
- Naval Operating Base, Hampton Roads, Va.
- San Francisco, Calif.

Commandant, Fifteenth Naval District, Panama Canal Zone.

On board all commissioned naval vessels to which medical officers are attached.

351. The provisions of the above paragraph do not refer to reenlistments of previous service men, which may be made by all ships and stations heretofore authorized to make them.

352. Attention is particularly invited to the necessity of strict compliance with the instructions relative to the use of service numbers.

353. The bureau will issue detailed instructions, as may be necessary from time to time, relative to the ratings in which first enlistments are authorized r specially desired, the routine reports required, etc.

360. **First enlistment ratings.**—First enlistments on board ships to which medical officers are attached are authorized in the following ratings:

Rating.	Age limits.
Apprentice seaman	18–30
Apprentice seamen for hospital apprentice	18–18
Apprentice seaman for baker	18–35
Apprentice seamen for electrician (general)[7]	18–30
Apprentice seaman for ship's cook[7]	18–35
Apprentice seaman for electrician (radio)[7, 3]	18–25
Apprentice seaman for yeoman	18–30
Apprentice seaman for musician	18–30
Apprentice seaman for electrician, 3c (radio)[7, 4]	21–30
Baker, 2c	21–35
Blacksmith, 2c[7]	21–35
Boiler maker[7]	21–35
Coppersmith, 2c[7]	21–35
Engineman, 2c[7]	21–35
Engineman, 1c	21–35
Fireman, 3c, for machinist's mate[6]	18–35
Fireman, 3c[7]	18–35
Fireman, 2c[7, 1]	21–35
Fireman, 1c[7, 1]	21–35
Hospital apprentice, 2c[7]	18–25
Hospital apprentice, 1c[7, 5]	21–28
Machinist's mate, 2c[7]	21–35
Machinist's mate, 1c[7, 1]	21–35
Mess attendant, 3c	18–35
Mess attendant, 3c for W. O. Ck[2]	25–35
Mess attendant, 3c for W. O. Std[2]	25–35
Mess attendant, 3c for Stg. Ck[2]	25–35
Mess attendant, 3c for Stg. Std[2]	25–35
Mess attendant, 3c for W. R. Ck[2]	25–35
Mess attendant, 3c for W. R. Std[2]	25–35
Seaman, 2c[1]	18–35
Seaman[1]	21–35
Ship fitter, 2c	21–35
Shipwright[7]	21–35
Ship's cook, 4c[7]	18–35

[1] If fulfilling certain qualifications contained in recruiting booklet.

[2] Enlistments should be made in these ratings only if fully qualified. Ratings may be changed immediately after enlistment.

[3] Qualifications include ability to send and receive 10 words per minute in Continental code.

[4] Qualifications include ability to send and receive 20 words per minute in Continental code, or 25 words per minute in American Morse code. Rating may be changed to electrician, third class (radio) after arrival at a training station, if examination demonstrates ability to send and receive as above.

[5] Upon special authority of the Bureau of Navigation. Men with previous training in pharmacy, chemistry, nursing, first aid, X-ray, embalming, or allied subjects in civil life, may make application, stating education and practical experience, to the Bureau of Navigation, to be examined for enlistment in the rating of hospital apprentice, first class.

[6] Apprentice machinists or men with limited machine shop experience, not fully qualified for machinist's mate, second class, may be enlisted in this rating and transferred to the machinist's mates' school, Charleston, S. C., for instruction.

[7] Ratings particularly desired.

361. Men who have been discharged from the Naval Reserve Force to enlist immediately in the Regular Navy will be enlisted in first enlistment ratings only, but may be immediately given the rating held in the Reserve Force if confirmed in that rating.

362. The War and Navy Departments have agreed to discharge men from the Reserve of the Regular Army and the Naval Reserve Force in order to permit them to enlist in the Regular Navy or Regular Army, respectively.

363. The following procedure will be carried out when a member of the Regular Army Reserve applies for enlistment in the Navy:

The recruiting officer will examine the applicant to determine his fitness for enlistment. If found to be physically and in all other respects qualified, the recruiting officer will instruct the applicant to make a request in writing to The Adjutant General, War Department, via the recruiting officer and the Bureau of Navigation, for discharge from the Army Reserve Corps for the purpose of enlisting in the Navy. This request should embody the following information: Name of applicant, rank, organization from which furloughed to the Reserve, and Army serial number, if available, and should bear an indorsement by the recruiting officer, stating that the applicant is in all respects qualified for enlistment in the Navy. Furlough papers and request for discharge from the Regular Army Reserve shall be forwarded by the recruiting officer to the Bureau of Navigation by mail, for further transmittal to the War Department.

The Adjutant General will take the necessary steps to have the man's discharge from the Army Reserve forwarded direct to the recruiting officer, who will deliver it only after the man has actually been accepted and sworn into the naval service. After a reasonable length of time—say 30 days after receipt of the Army Reserve discharge—if the applicant fails to enlist in the Navy, the discharge should be returned to The Adjutant General's Office, via the Bureau of Navigation, with a statement explaining the circumstances. In case of acceptance, a notice of enlistment should be sent similarly.

364. A similar arrangement is also in effect between the Bureau of Navigation and the Marine Corps as regards the Naval Reserve Force and the Marine Corps Reserve, and the same procedure will be followed in the cases of members of the Naval Reserve Force desiring to enlist in the Marine Corps (regular) and of members of the Marine Corps Reserve desiring to enlist in the regular Navy, the necessary correspondence in these cases being carried on with the Major General Commandant of the Marine Corps.

365. In order that more men may be obtained in the rating of fireman, the present designation of fireman has been divided into two classes—that of fireman, for men who are physically able to fire boilers burning coal, and fireman (o), for men who can handle boilers burning oil. The bureau desires that men whose physical qualifications warrant their enlistment under the present physical standard for fireman be enlisted as such and not as fireman (o). The physical requirements and age limit for first enlistment in the rating of fireman (o) will be the same as for the corresponding rating in the seaman branch.

366. When cases arise in which an enrolled member of the Reserve Force has enlisted in either the Army or Navy before he was called to active duty, he shall be discharged from the Reserve Force as of the date prior to date of such enlistment. The Navy allotment officer will be notified concerning the facts in all such cases.

370. **Disposition of recruits.**—Men enlisted on cruising vessels in accordance with the provisions of paragraph 20 may be retained on board for further training and duty to fill actual and prospective vacancies in the complement. It must be explained to them that they are enlisting for general service, and while no promise can be made as to the length of time they will be permitted to serve on board, they will be retained as long as the exigencies of the service permit.

371. In all other cases, except as provided for in paragraph 21, apprentice seamen and hospital apprentices will be transferred, without reference to the

Bureau of Navigation, to the nearest training station or receiving or station ship for further transfer to a training station. All other ratings will be transferred to the nearest receiving ship for general detail.

372. In view of the probability that a larger percentage of exsoldiers and marines would enlist in the Navy if they could be assured of not being sent to a training station for military instruction prior to transfer to a seagoing ship, the bureau authorizes the transfer of such men to the nearest receiving ship for outfit and preliminary detention, upon completion of which they will be placed on general detail. Such men, if enlisted as apprentice seaman, may be advanced to the rating of seamen, second class, immediately.

373. Commanding officers are authorized to grant leave to all men discharged from the Army, Navy, or Marine Corps, who enlist within four months after their discharge, immediately upon enlistment, provided the ship is not expected to sail for a distant port. In the latter case, leave should be granted as soon thereafter as practicable.

REENLISTMENTS.

400. **Authority for reenlistment.**—Former service men recommended for reenlistment, holding an honorable or a good discharge, enlisting under continuous service, may be reenlisted on board ships.

401. The bureau's authority must be obtained for the reenlistment of former service men fulfilling conditions immediately above, who have been out of the service more than four months. Such men must be under the age limit of 35 years.

402. Any man who resigns from the retired list in order to reenlist for appointment in a higher grade will receive the same continuous service pay and the benefits of such rating to which he may have been appointed upon reenlistment as if his service had been continuous, and any difference in pay from the date of reenlistment shall be credited to his account.

403. Every endeavor will be made to get men to reenlist in the Navy first, and if this is not successful to get them to enroll in the Fleet Naval Reserve.

410. **Restrictions to reenlistment.**—No man will be reenlisted at sea. Any man desiring to reenlist on board the ship on which serving, whose term of enlistment expires while at sea, will be detailed in accordance with article 3604 (1), Navy Regulations, until arrival in the next port, then discharged, and if qualified, reenlisted.

411. No man who is on extended furlough shall be returned to active service or reenlisted without express authority from the Bureau of Navigation in each individual case. Men who are so reenlisted must execute shipping articles for a full period of a two, three or four year enlistment the same as any of the regular enlistments.

420. **Honorable discharge gratuity.**—Men reenlisting, for two, three, or four years, are entitled to two, three, or four months' honorable discharge gratuity, respectively, if reenlisting after honorable discharge.

421. Any enlisted man of the Navy who has been, or may be, discharged to enable him to accept appointment as a commissioned or warrant officer in the Naval Reserve Force, and who reenlists in the Navy after the termination of his Reserve service within four months after the date of the termination of his service as an officer of the Reserve Force, shall be restored to the rating held by him before being discharged to accept such commission or warrant, and his service in the Regular Navy, including his active service in the Naval Reserve Force shall be regarded as continuous for purposes of continuous service pay.

422. Men who have changed the status of their enlistment from a four-year enlistment to a duration-of-the-war enlistment to secure discharge, and thereafter reenlist within four months, are entitled to the above honorable discharge gratuity and the benefits of gratuity pay provided by existing law for reenlistment.

430. **Leave on reenlistment.**—All men who receive honorable discharge and reenlist within four months from date of discharge, may be granted 30 days' leave, without travel time, and such men reenlisting on board any vessel may be given orders to report back on that vessel or to a receiving ship for general detail upon expiration of same. Men reenlisting at any shore station and entitled to leave should be given leave, to report at expiration thereof to a receiving ship for general detail. Men reenlisting at recruiting stations may be permitted to report at any receiving ship on the respective coasts to which transfers from the several recruiting stations are made.

431. Filipinos holding honorable discharges from vessels other than those in the Asiatic fleet, who reenlist in the Philippine Islands within four months from date of discharge, may be granted 30 days' leave before being required to report for duty, as outlined in above paragraph.

432. Whenever the prospective duty of a cruising ship warrants, the commanding officer may, at his discretion, discharge men whose enlistments expire within three months, and grant 30 days' leave, provided any man so discharged reenlists immediately for duty on board.

440. **Reenlistment of men not recommended for reenlistment.**—The bureau will consider the reenlistment of men who received discharges which preclude their entering the service without special authority. In cases where it is believed a man might prove desirable for reenlistment he will be instructed by the bureau to secure affidavits or recommendations from reputable employers for whom he may have worked for a total time of at least one year since he left the service, and any other letters or testimonials he can present from reputable persons showing that he has maintained a good character since his discharge from the Navy, and to present these papers in person at the nearest Navy recruiting station.

441. When an applicant presents such letters to a recruiting officer he shall be examined to determine his physical qualifications for reenlistment, the recruiting officer to give careful consideration to the general appearance and bearing of the man.

442. The papers will in each case be forwarded to the bureau by individual indorsement with the recommendation of the recruiting officer as to the desirability, in his opinion, of the reenlistment of the man. These papers will be returned as promptly as possible to the recruiting officer with final instructions.

443. Where a man who has received a discharge which would preclude his reenlistment without special authority reports to the recruiting officer without having first communicated with the bureau, report will be made to the bureau before advising him to get letters of recommendation. This is considered desirable owing to the fact that each man's record will be examined and it is possible that the record of the applicant might show offenses of a nature that his reenlistment would not be permitted under any circumstances.

444. In no case will the bureau permit the reenlistment of a man discharged as indicated above who has not been out of the service at least one year.

450. **Men rejected physically.**—In cases of men who apply for reenlistment and are rejected on account of not being physically qualified, the examining surgeon should state specifically the cause for which rejected.

EXTENSION OF ENLISTMENTS.

500. **Authorization for extensions.**—Extension of enlistments are authorized in cases of men who have enlisted for two, three, or four years, or for minority.

501. Commanding officers are also authorized to extend enlistments of men who enlisted for the duration of the war, or men who enlisted for four years or minority and had their status changed in accordance with the provisions of paragraph 600 of these instructions, and request extension for one, two, three, or four full years, provided these men are otherwise entitled to honorable discharge in accordance with the provisions of paragraphs 8110 to 8113, inclusive, of these instructions. No man who has changed his enlistment to "dura-

tion of war" can extend such enlistment unless entitled to an honorable discharge.

502. Upon such extensions, men shall receive the same rights, privileges, pay, and allowances as are now provided by law for those who extend their enlistment on the completion of a regular term of enlistment. This includes one month's leave, extra pay for reenlistment and citizenship, and gratuity pay at the rate of one month's pay for each year's extension. It does not include the $60 bonus nor the transportation allowance of 5 cents per mile to the man's home.

503. The same procedure shall obtain as prescribed for the extension of four-year or minority enlistments, using Form N. Nav. 323, substituting the words "Duration of war" for "Four years" and striking out the first sentence from the word "ending" to the word "solemnly" and substituting therefor the following: "30 June, 1920, approved 11 July, 1919," and considering that the date of expiration of duration of war enlistment for such man is date on which extension is made.

504. Whenever the prospective duty of a cruising ship warrants, the commanding officer may, at his discretion, grant 30 days' leave to men whose enlistments expire within three months, provided that any man to whom such leave is granted extends his enlistment for at least one year; but in cases of second or subsequent extensions, leave should not be granted in addition to the authorized 30 days' annual leave.

510. **Restrictions to extensions.**—Generally a man should not be permitted to extend his enlistment until about the completion of the original term of his enlistment; otherwise it becomes difficult to determine if the man is specially desirable within the meaning of the regulations on the subject. There are, however, numerous cases where it has been found necessary to permit extensions a considerable time before the expiration of enlistment; for instance, in cases where men are sent to trade schools with the understanding that they will serve a certain period beyond their original enlistment, and in such cases it is not practicable to comply with article 3529 (3), Navy Regulations. The information required by this article could be noted only on the extension paper on board ship at the time of the expiration of the original enlistment and at that time a letter forwarded to the bureau reporting the facts.

511 Filipinos on duty on the Asiatic Station should not be allowed to extend enlistment for less than three years unless their services are required on the Asiatic Station.

512. Every man before extending his enlistment must pass the same physical examination as is required for reenlistment.

520. **Cancellation of extensions.**—An extension of enlistment can not be canceled without the bureau's authority except in accordance with article 3521, Navy Regulations.

530. **Record of extensions.**—The extensions of enlistments of men who hold continuous service certificates shall be noted on the last page of the certificate under the caption, "Reenlistments; credits for honorable discharge money," as follows:

Date.	Signature of recruiting officer.	Amount.	Name of supply officer.
1912	Enlistment extended 1 year from 2 Jan. 1913, John Doe, Lt. Comdr., U. S. N., Commanding Officer.		

Entries under the columns "Amount" and "Name of supply officer" will be required only when honorable discharge gratuity is paid upon an extension of four years, or aggregate of four years. Owing to the limited space on the certificate the entries should be made as brief as possible.

531. The records of men extending enlistments shall be kept continuously on the service record of the enlistment extended. Upon the expiration of an

original enlistment which is extended, notation shall be made on the record, over the signature of the commanding officer, whether the man was or was not entitled to an honorable discharge, and a transcript of the two, three, or four years' service, depending on the length of his original enlistment, forwarded to bureau on Form N. Nav. 21.

532. In case a man, serving in second or subsequent enlistment who extends his enlistment for four years, is recommended for obedience, sobriety, industry, courage, neatness, and proficiency, for the original term of four years, a recommendation for a good-conduct medal, pin, or bar shall be made to the Bureau of Navigation in the form of a letter which shall give the number of the man's continuous service certificate, if he holds one; the date of the expiration of original enlistment; the ship or station on which serving on that date; and whether he holds any other good-conduct medals, pins, or bars.

CHANGE OF STATUS OF ENLISTMENTS.

600. **Authorization.**—Men who enlisted or reenlisted for a period of four years since 3 February, 1917, and before 11 November, 1918, who requested prior to 1 September, 1919, to have their enlistments changed to duration of war status, shall be considered as having enlisted for the duration of the war, and are entitled to honorable discharge under conditions prescribed in paragraphs 8110 to 8113, inclusive, of these instructions. No refund will be required from continuous-service men who change their enlistments to duration of war in accordance with these instructions. Men who extended their enlistments between the above-mentioned dates, except those who extended for a total of four years, were not eligible to change their enlistments to duration of war or to any of the benefits of paragraph 501 of these instructions.

610. **Records of change.**—In the case of men changing from four-year enlistment to duration of war enlistment, enter change in current service record, make notation of change in red ink on outside of cover, paste copy of request in record, and report change to bureau on Form N. Nav. 8.

TRANSFER FROM RESERVE FORCE TO REGULAR NAVY.

700. **Authorization for transfer.**—Commanding officers are authorized to transfer to the regular Navy to serve unexpired portion of his enrollment any man of the Naval Reserve Force, whether now on active duty or not, who is not more than 45 years of age, makes request for such transfer, has performed active duty during the war, and will have not less than one year to serve in the regular Navy after such transfer.

701. Reserves so transferred shall receive the same pay, rights, privileges, and allowances in all respects as now provided by existing law for men regularly discharged and reenlisted within four months after expiration of full four-year enlistment. This includes one month's leave, extra pay for reenlistment, extra pay for citizenship, and four months' gratuity pay—if the man's service has been such as to entitle him to honorable discharge under the provisions of paragraphs 8110 to 8113, inclusive, of these instructions. It does not include $60 bonus nor transportation allowance of 5 cents per mile to man's home.

702. No men can be transferred from the regular Navy to the Naval Reserve Force except men with 16 and 20 years' service and then only on approval of the Bureau of Navigation. All other regular Navy men who wish to enter the Naval Reserve Force must obtain their discharge and regularly enroll for four years on Form N. Nav. 351.

710. **Procedure to effect transfer.**—In the cases of men on active duty, enter transfer in current enrollment record, make notation of transfer in red ink on outside of record, paste copy of request in record and report transfer to bureau on Form. N. Nav. 8.

711. In the case of a man on inactive status who desires to transfer to the regular Navy, the station at which the man applies will immediately request the commandant of the naval district in which the man resides, by despatch if deemed advisable, to call him to active duty as of the date on which he applied at the station, and direct him to report for active duty to the station at which he applied. When making such requests, officers will advise the commandant of the man's full name, rating, service number (if available), and date and place of release from active duty. In forwarding such orders to active duty, the commandant will send them to the station at which the man applied, together with his record.

712. Upon receipt of call to active duty, the commanding officer of the station will deliver the orders to the man concerned; and if confirmed in rating, the man will be transferred immediately to the regular Navy in the rating in which confirmed, provided he has the necessary one year to serve in accordance with existing law. Men not holding confirmed ratings will be examined immediately in accordance with General Order No. 63, and then transferred to the regular Navy as apprentice seamen and given the rating for which qualified by examination.

713. The foregoing procedure will govern except that in order that those men who were not confirmed but who should have been confirmed may transfer to the regular Navy in their ratings, the bureau authorizes the following procedure: Where the record of a reservist shows him to have been examined in accordance with General Order No. 63, and further when his record shows him to have served three months at sea in his rating, the man may be called to active duty and examined for his rating by the recruiting officer. If the recruiting officer considers him qualified he may be confirmed in his rating as of the day prior to his transfer to the regular Navy. Entry of confirmation will be made upon the completion of transfer.

714. In the case where men have not served three months at sea in their rating they may be confirmed in a lower rating, provided they have served three months at sea in a lower rating, or a total of three months at sea in the lower rating and the rating they now hold.

715. In every case when a member of the Naval Reserve Force is transferred to the regular Navy, notice in triplicate shall be forwarded to the Navy Allotment Officer, Navy Department (Retainer Pay Section), in order that the man will not be paid retainer pay which would eventually be checked.

SHIPPING ARTICLES AND REPORTS OF ENLISTMENTS.

800. **Preparation of shipping articles.**—A supply of new forms, N. Nav. 351–A (yellow) and N. Nav. 351–B (green), has been forwarded to the recruiting service and to ships and stations authorized to make enlistments, to provide for enlistments for terms of two and three years. The yellow form must be used for two-year enlistments and the green form for three-year enlistments. Form N. Nav. 351 (white) will continue to be used for four-year enlistments.

801. Recruiting officers will be careful to see that entry is made on the service record of every recruit who claims to have a trade. It has come to the bureau's notice that in many cases of reenlistment no notation is made on the shipping articles to indicate the trade of the person reenlisted. The trade, "Mariner," is a recognized trade, and this fact should be stated on the reenlistment papers.

802. It is directed that upon all shipping articles the utmost care be taken to furnish complete information in the following instances; failure to submit this information will cause material confusion as it is required for statistical data compiled by the Navy Department:

(*a*) Home address of the recruit, including town, county, and State.
(*b*) Amount of previous service men have had in the Navy or Naval Reserve Force.
(*c*) The trade of all men enlisted.

803. Recruiting officers are instructed to accept the notation, "Has produced evidence of United States (or N. U. S.) citizenship," on the discharge or continuous service certificate, upon reenlistments, as proof of satisfactory evidence of citizenship, and in every instance to make entry in a conspicuous place upon the shipping articles and new service record that evidence of citizenship has been furnished previously.

810. **Forwarding of shipping articles.**—When parent's consent is executed on detached blank, the detached form should be securely pasted over the space reserved for that purpose on the reverse side of the shipping articles.

811. Whenever possible, mail finger prints in the same envelope with the shipping articles, and if not possible, send them in the same mail. If mailed in the same envelope, attach them to the shipping articles with clips. The failure to receive finger prints with the shipping articles causes delay and confusion as the enlistment papers can not be filed until both are received and compared.

820. **Reports of enlistments.**—Reports of enlistments shall be forwarded monthly from all ships and stations, whether enlistments have been made or not.

CHAPTER II.—IDENTIFICATION.

IDENTIFICATION RECORDS.

1000. **Preparation for bureau's files.**—The bureau desires to have a complete record of the finger prints of all men who ever have served in the Navy. The service records of all enlisted men, especially those who have been in the Naval Reserve Force, should be examined to see if finger prints have been placed in them. If not, the finger prints of those men should be obtained and placed in their service records and an identification record (Form N. Nav. 2) be prepared and forwarded to the bureau immediately. Men should not be discharged or placed on the inactive list unless their finger prints are recorded in their service records and the identification records forwarded to the bureau. Duplicate identification records are not desired.

1001. A sample identification record, prepared by an expert, with instructions, is furnished to each recruiting station, receiving ship, and ship in commission. The sample represents the only standard which is satisfactory, and no record will be forwarded which is not up to the standard. Those intrusted with the preparation of these records will familiarize themselves thoroughly with the instructions and practice the imprints until they become proficient. When new men report for duty at recruiting stations and receiving ship as reliefs for those about to be transferred, in all cases where practicable, they will be fully instructed before being charged with the preparation of the records.

1010. **Finger prints in case of crime.**—As there have been a great many robbery cases reported to the bureau recently, it is desired that safes and receptacles for keeping money and valuable papers be thoroughly washed, at least once a month, in order that all the old latent finger prints remaining on these receptacles may be removed. If this is done before a robbery occurs the chances are that only the finger prints of the person entering the safe will remain. Latent impressions, recently made, are easily developed and identified. If it is suspected that a latent impression is on a dark surface, glass, or metal, sprinkle it with gray powder or aluminum dust and then brush off with a camel-hair brush. This should bring out the print very clearly. Should the surface be white in color, graphite or powdered charcoal may be used. If a camel-hair brush is not handy, the powder may be blown off, which will bring the same result as if brushed off.

1011. Whenever in the opinion of the commanding officer there is liability of fraud in the cashing of pay receipts by enlisted men, each man as he draws his money should be required to put a finger print of his right index finger on the pay receipt itself.

1012. In case of any fraud the pay receipt should then be forwarded to the Bureau of Navigation, and the bureau will inform the commanding officer as to the name of the man who made the finger print.

1020. **Salvage of equipment.**—It is desired that all ink rollers, used in taking finger-prints, which are unfit for use, be returned to the bureau. The frames can be used again when new ink rollers are molded.

IDENTIFICATION TAGS.

1100. **Preparation of tags.**—The instructions contained in General Order No. 294 concerning identification tags should be carefully followed.

1101. All monel metal identification tags issued to enlisted men should bear the individual's service number and his signature instead of his initials and surname as provided in paragraph 2 of General Order No. 294. Every effort should be made to see that the exact signature is placed on the tags, as tags of this kind have been approved by the paymaster general of the Navy for use in paying the men. Printer's ink, properly thinned out with turpentine so that the ink will flow freely, may be used for placing the signature on the identification tag.

1102. Where tags have been issued without the service number it must be added on the tag by the station to which the man is attached. This may be done in the following manner: Write the service number on the tag with printer's ink which has been thinned out with turpentine. After this is done the tag is dipped in powdered asphaltum. Some of this will mix with the ink and stick to the surface, the rest should be brushed off with a camel's-hair brush. Heat the tag until the surface of numbers becomes glossy and then allow the tag to cool. After this is done place the tag in a nitric acid bath prepared in accordance with instructions given in General Order No. 294, and let it remain until the numbers are properly etched. Particular care should be taken in removing the surplus ink and powdered asphaltum from the identification tag, except from the numbers when the tag is etched the second time. The tag should not remain in the acid long enough for it to become thin.

1103. When identification tags are made for enlisted men of the Naval Reserve Force the letters "U. S. N. R. F." should be placed on the left end of these tags instead of the letters "U. S. N."

1110. **Issue and use of tags.**—All training stations should issue proper identification tags to men before they are transferred to general service.

1111. These identification tags must be worn at all times by all persons in the naval service. They may be worn either around the neck or on the wrist. Monel chain or monel wire may be used for suspending these tags from the neck or attaching them to the wrist. In case it is desired to use a monel metal chain it may be obtained at the individual's own expense. The monel wire is furnished by the Government.

1120. **Identifying a dead body.**—Whenever a body is found with an identification tag on it a rolled impression of the right index finger should be taken and compared with the impression on the tag, in order that the identity of the body may be positively established. The skin on the finger tips of the bodies of men which have been recovered from water will be greatly wrinkled or shriveled, so that without some treatment the making of satisfactory finger prints may be difficult and even impossible. The way to overcome this is to inject water with a hypodermic syringe beneath the skin of the bulb of the finger. This will smooth out the skin for the impression.

1130. **Salvage of tags.**—It is believed that in issuing tags to men of the service many have been spoiled and thrown away. All spoiled tags should be returned to the supply officer, navy yard, New York, to be melted down and made into new tags, as the metal is very expensive.

CHAPTER III.—TRANSPORTATION.

TRANSPORTATION BY WATER.

2000. **Transportation via Army transport.**—A request from an enlisted man for transportation via Army transport for dependent members of his family must be submitted in duplicate, must state specifically that the person for whom the transportation is requested is or is not a dependent member of his family, and number and date of previous trips made. Only an official request from the man himself, indorsed by his commanding officer, will be considered.

2010. **Transportation via steamship lines.**—When a transportation request is drawn on a steamship line for a stateroom only, the word "transportation" in the blank space, right hand side of the request, should be crosed out.

2011. When men are routed via steamship lines the class should be indicated. Where three classes are available furnish intermediate class; where only two classes, furnish first class. In transferring men by the coastwise steamship line, indicate the following classes of accommodation:

Clyde Steamship Line	Intermediate.
Eastern Steamship Line	First class.
Mallory Steamship Co	Do.
Merchants & Miners Transportation Co	Intermediate.
Morgan Line Steamers	First class.
Munson Steamship Line	Do.
New England Steamship Lines, Fall River Line, etc	Do.
New York & Cuba Mail Steamship Lines	Do.
New York & Porto Rico Steamship Co	Do.
Ocean Steamship Line	Intermediate.
Old Dominion Steamship Line	First class.
Panama Railroad Steamship Co	Do.
Peninsular & Occidental Steamship Co	Do.
Red "D" Line	Do.
Southern Pacific Steamship Line	Do.
United Fruit Co	Do.
Ward Line	Intermediate.
Hartford and New York Transportation Co	First class.
Colonial Navigation Co	Do.
Baltimore Steam Packet Co	Do.
Chesapeake Bay Line	Do.
Norfolk & Washington Steamboat Co	Do.
Alaska Steamship Co	Do.
Pacific Steamship Co	Do.
Puget Sound Navigation Co	Do.
California Transportation Co	Do.

2012. When ultimate destination of traveler is not located on a steampship line, call for ticket on transportation request to point on steamship line nearest destination.

2013. Pursuant to an agreement with the Quartermaster Corps, War Department, the following special rates will apply:

Military parties of 10 or more traveling together between New Orleans and Cristobal, C. Z., will be accorded one-way fare of $38 per capita, on direct-line ships, and $44 per capita via Habana. Fares will apply in either direction in

minimum-priced accommodations (rooms 1, 15, 27, etc.), and the company reserves the privilege of berthing three men in a room. The same fares and arrangements will apply to naval parties of 10 or more traveling together between New Orleans and Cristobal, C. Z.

TRANSPORTATION BY RAIL.

2100. **Officers authorized to issue transportation.**—All officers who by virtue of their positions have authority to order enlisted men from one point to another shall furnish these men with the necessary transportation requests to procure their transportation, including sleeping accommodations, if necessary. Officers who issue transportation should familiarize themselves with all the instructions and regulations regarding its use. In this connection they should obtain from the Bureau of Navigation a copy of "Location of yards and stations of the United States Navy," which gives the post-office and telegraphic addresses of all stations and the most practical route for passenger transportation.

2110. **Forms for transportation requests.**—Blank books of transportation requests may be obtained upon application to the Bureau of Navigation (Transportation). It is not practicable or necessary to furnish every vessel with transportation request blanks. Smaller vessels will secure transportation, when necessary, from the flagship of the fleet, squadron, or group of vessels with which it is operating or from the receiving ship at the navy yard or station at which it is located. A letter request for transportation should be used only in cases where it is impossible to obtain transportation requests as indicated above without undue delay.

2120. **Instructions governing the issue of transportation.**—There are three passenger fares in effect, the first covering coach travel, the second travel in tourist cars, and the third in standard sleeping cars. Transfers are to be made during the day when practicable.

2121. When issuing request for transportation by rail, fill in the initial route and also the additional rail routes over which the man will travel (preferably the junction points—not lines). When ultimate destination of traveler is not located on a railroad line call for ticket on transportation request to point on railroad line nearest destination. Officers issuing transportation will note on transportation request the number of pieces of baggage to be checked, allowing one piece of baggage to each man. In indicating the object of journey on transportation requests do not use the word "recruit" as this conflicts with the word "applicant" in connection with the settlement of accounts. Where the traveler is an applicant state "transfer of applicant," but after the man has been sworn in simply state "transfer of enlisted man."

2122. Drafts which do not require special train service must be transferred via the most practicable route. When drafts requiring special train service are to be transferred routing should be secured from the Bureau of Navigation. The bureau, in turn, will secure the routing from the Troop Movement Section of the United States Railroad Administration. This branch of the United States Railroad Administration was organized to cooperate with the military branches in routing all special troop trains via the lines in the best position to handle them with the least delay. To have all special trains routed by one office, especially during the winter months when there is likely to be congestion of traffic, is an absolute necessity for proper handling. When the order for the transfer of a draft emanates from the bureau the proper routing will be included in the order. When the commanding officer, as, for instance, at Norfolk or Newport, advises the commanding officer at Great Lakes that a draft of men may be forwarded, a copy of this order should be sent to the Bureau of Navigation (Transportation). The bureau will secure immediately the proper routing from the Troop Movement Section and telegraph it to Great Lakes. The Troop Movement Section will advise the proper railroad officials.

2123. The following instructions will govern the routing of men or drafts which do not require special train service:

(*a*) Men are not to be routed via extra-fare trains except in case of emergency.

(*b*) The routing from New York to Boston or visa versa via New Haven, Middletown, Willimantic is not considered the "usually traveled route" for Navy traffic. When sending men between New York and Boston (all rail) care should be taken to route them via Shore Line or Providence.

(*c*) The routing between New England, New York, and Philadelphia and points south of Richmond should be via Washington instead of Norfolk. In connection with the transfer of men through Baltimore to Norfolk and vicinity, due to the change of rates, it is not necessary in the future to take the baggage question into consideration. In the future issue one request for a through ticket from starting point to destination without any reference to baggage.

(*d*) The routing of parties to Yorktown, Va., and from Yorktown to points west of Pennsylvania should be via Lee Hall, Va., instead of boat to Norfolk. Also provide for taxi fare from Lee Hall to Yorktown, 75 cents per man.

(*e*) In routing from Abilene to Dallas, Tex., or vice versa, specify Texas & Pacific Railroad as the only "usually traveled route" for Navy traffic.

(*f*) The Great Lakes Training Station is situated on Lake Michigan, about 30 miles north of Chicago. The Chicago & North Western Railroad maintains a passenger station at Great Lakes, which is named Great Lakes. Men transferred to this station, therefore, should receive transportation request calling for tickets to Great Lakes, Ill., routed by Chicago & North Western beyond Chicago.

(*g*) In routing men to the navy yard, Puget Sound, Wash., there is a transfer charge in Seattle from the railroad station to the steamboat wharf and a charge of $0.35 for ticket by the navy-yard route from Seattle to Bremerton, the town located at the navy yard. All the railroad companies can furnish through tickets to Bremerton and men transferred to Puget Sound Navy Yard should be given an order for a ticket to Bremerton, Wash. These men should also be scheduled to arrive at Seattle not later than 5 p. m., except on Wednesdays, Saturdays and Sundays, and not later than 8.30 p. m. on those three days, as there is no steamboat service from Seattle to Bremerton after the times mentioned.

(*h*) Large drafts for the receiving ship, Norfolk, Va., will be routed direct to the naval operating base, Hampton Roads, Va.; small drafts or individual men will be furnished car fare from Norfolk to the operating base as part of their transportation. The car fare is 10 cents.

(*i*) The receiving ship at Boston, now located at Hingham, Mass., may be reached from either the navy yard or the North Station by taking elevated train to South Station thence via the New Haven Railroad. Trains leave for Hingham as follows: 8.05 a. m., 11.15 a. m., 2.42 p. m., and 6.27 p. m. Men should leave the train at the railroad station called "Hingham Naval Training Camp Station." Transportation furnished men being transferred to the receiving ship at Boston must include transportation from Boston to Hingham.

(*j*) The receiving ship at Mare Island is 30 miles from the railroad terminals at San Francisco. Transportation for men being sent to the receiving ship at Mare Island should read to Vallejo, Calif., instead of other points on San Francisco Bay, which have been included in the orders.

(*k*) All men being transferred to the Asiatic Station should be sent to the receiving ship at San Francisco instead of to the receiving ship at Mare Island.

(*l*) The Rosenblatt Express Co., has the contract for the transfer of baggage of enlisted men between docks and stations in New York and from docks and stations to the Brooklyn Navy Yard or the receiving ship at Bay Ridge at 50 cents per piece, 1 to 55 pieces; 40 cents each, 56 or more pieces.

The transportation companies make a charge of 70 cents per piece for transferring baggage between docks and stations at New York on a through ticket.

In the opinion of the bureau the difference in cost, viz, 20 cents, does not justify the making of separate arrangements for the transfer of baggage when men are proceeding through New York. Therefore, for illustration, when transferring a man from Pittsburg to Newport, call for a through ticket via New York and the Fall River Line, and state in the block space on the transportation request "transfer baggage through New York included" or "no baggage to be transferred through New York. When men are en route to the Brooklyn Navy Yard or the receiving ship at Bay Ridge, cash on the basis of 50 cents per piece for 1 to 55 pieces, and 40 cents per piece for 56 or more pieces, should be furnished. The Rosenblatt Express Co. will have a man stationed at both the Pennsylvania and Grand Central stations. If men are to arrive at any other railroad station or dock, furnish 50 cents cash for telephone call to Rosenblatt's offiffice. That company will forward a wagon immediately.

2124. A great many issuing officers have not been exercising proper care in issuing transportation, and as a result the bureau is receiving a great many claims from enlisted men for reimbursement for money spent while traveling under orders. Cash for meals and transfers should be furnished men traveling on the basis of 75 cents per meal, and the proper amount of street-car fare and baggage transfer when necessary. Considerable carelessness has developed in making out and forwarding transportation reports, Form N. Nav. 91 and Form S. & A. 268. There is no reason why these reports should not be properly and promptly completed and forwarded to the department.

2125. Blank receipt forms should be furnished men in charge of drafts to assist them in securing receipts for cash expended. Issuing officers will instruct men to secure receipts in all cases where practicable. It is appreciated that it will not be practicable to secure receipts for items like street-car fare and for cash paid for meals in some cases, but the strict general rule of the Auditor for the Navy Department is that receipts must be secured or the man must submit a satisfactory statement to the officer to whom he reports, explaining why receipts were not secured before credit is allowed. Form N. Nav. 91 will not be required in cases where only cash car fare has been furnished and no transportation requests have been issued.

2126. The following information will be rubber stamped across the face or on the back of Form N. Nav. 91 and the signature of the man in charge of draft obtained to same:

"I have been duly informed that I am to obtain receipts for each and every expenditure of cash made and present receipts to the commanding officer upon arrival at destination. Failure to comply with these instructions may result in the checkage of pay accounts for the amount of cash advanced, or that part not properly accounted for."

2127. A strict accounting will be required of all cash in excess of $3 advanced to men traveling singly and all cash advanced to men in charge of drafts, no matter what the amount advanced per man. All officers advancing money for transportation and subsistence en route will instruct the men to whom such advance is made that they will be charged with such advance and that in order to obtain credit they must submit, at destination, a detailed statement of expenses substantiated by receipts. It is understood that it will be impracticable to obtain receipts for all expenditures, in which case a certificate to that effect should be furnished. An itemized chronological list of all expenditures, together with such substantiating vouchers as can be obtained, should be submitted to the pay officer to whom he reports, who will check against the man's account on the pay roll the amount of cash advanced as shown by indorsement on orders, and give credit for such amount as is shown to be actual expenditures.

2128. It is understood that different systems are in effect for crediting men for cash expended. One system which appears very practicable is for the commanding officer to check up receipts submitted when the men report and advise the disbursing officer by duplicate memorandum the credit to allow. The disbursing officer sends one copy of this memorandum with his accounts to the

auditor and retains the other. Irrespective of the system in effect, the receipts should not be forwarded with Form N. Nav. 91 to the bureau.

2130. **Instructions governing transportation in Pullman cars.**—When a transportation request is drawn on the Pullman Co., the word "Transportation" in the block space, right-hand side of the request should be crossed out.

2131. If necessary for men to be en route during night, furnish through Pullman, and on request covering railroad ticket insert in block space at right, "for travel in standard sleeping car," or "tourist sleeping car," as the case may be. This will cover the class of railroad ticket which authorizes the man to ride in Pullman cars. He must have a separate request for his Pullman accommodations. Should there be no Pullman accommodations available at start of journey, and man is to take Pullman later, furnish traveler a request for Pullman accommodation, inserting points when known, if not, leaving space blank; also request to cover additional charge in Pullman leaving points blank if not known, inserting in block space "For additional fare in standard sleeping car only" or "tourist" as case may be. Accommodations are furnished on the basis of two men to a section whenever it is practicable to secure equipment.

2132. Care should be taken to specify "upper" or "lower" berth in "standard" or "tourist" cars, or "or cheapest available," if not certain that tourist cars are available between the points services are requested. Discontinue issuing of Pullman accommodations from "9 p. m. to 7 a. m." and issue Pullman accommodations through if travel requires a night ride, or between specified points in other instances. Care should also be taken in furnishing Pullman accommodations not to issue a man an order for through Pullman when it is necessary to change cars en route unless a reservation has been made at the point of change. As this is seldom done, separate orders for Pullman should be issued when a change of cars is necessary.

2140. **Transportation for special classes of men.**—A formal transportation request or requests, when sleeping accommodations are necessary, should always be forwarded to a recruit or reservist, when called to duty. When railway tickets are purchased by money advanced by an individual, it is impossible for the Bureau of Navigation to reimburse the individual with the amount of the war tax, hence the individual loses this amount.

2141. Commanding officers are authorized to direct supply officers to advance cash to enlisted members of ship recruiting parties to cover car fares to and from recruiting stations, in cases where men report daily for temporary recruiting duty, returning to the ship after close of working hours at recruiting stations each day. In cases where commanding officers detail ship recruiting parties to report to recruiting officers at Navy recruiting stations to operate as traveling recruiting parties temporarily assigned to recruiting stations for a specified period, car fare, or transportation request where necessary, will be furnished the men to the recruiting stations by their commanding officers; and recruiting officers will provide return transportation to the ship when duty is completed. In the cases of destroyers and other ships to which no regular supply officers are attached, the men must provide their own car fare, and recruiting officers are authorized to reimburse members of ship recruiting parties for car fare paid by the men in reporting to the recruiting stations, and furnish car fare for return to ship. To avoid duplicate payments, commanding officers are directed to include in written orders issued to members of ship recruiting parties, to be presented to the recruiting officer, specific information as to the amount of cash furnished for car fares and noonday meals. Where it is impracticable to advance cash for these purposes for the reasons given above, notation will be made on the orders to the men that the recruiting officers will make reimbursement for car fares.

2142. Enlisted men of the Navy and Naval Reserve Force who hereafter report at main recruiting stations prior to expiration of furlough, or within 24 hours after expiration of furlough, or such men who have missed train connections during a change of station, may be furnished transportation by recruiting officers to their proper stations. In all cases a statement of the

expense involved and the facts in the case will be furnished the commanding officer concerned, with a request for checkage of the amount against the account of the man concerned. The facts of surrender and the action of the recruiting officer will also be reported to the bureau without delay.

2143. In case of deserters or stragglers who surrender themselves at main recruiting stations, the recruiting officer will conduct an appropriate investigation and if the attendant circumstances appear to warrant such action, he will furnish the man with transportation to his ship in the case of a straggler, or to a receiving ship in the case of a deserter, placing them under arrest if necessary. The recruiting officer will also notify the commanding officer concerned of the action taken, furnishing a statement of the expense involved, and the facts in the case, request a checkage of man's account, and submit appropriate report of the action taken to the Bureau of Navigation.

2144. An applicant for the Fleet Naval Reserve who applies at a recruiting substation will not be furnished with transportation to the main recruiting station for physical examination and enrollment, but will travel at his own expense, and, unless ordered to active duty after enrollment, there is no authority to furnish him transportation in kind to his home.

2150. **Procedure required to obtain tickets.**—Transportation requests will be presented to ticket agents, and the accommodations called for by the requests will be reserved when available. The ticket agent will indicate on the request, in space provided for showing the form and number of the ticket, the specific space to be furnished; that is, berth or seat number, car number, train time, and, unless shown on request, the name of the initial road, proper notation to be made by the agent on his office diagram, and the request returned to the holder for surrender to conductor. If, after a reservation has been made, trip is abandoned, the ticket agent should be notified, so that the space can be released. It will be permissible, if the request is returned to the ticket agent before departure of the train, for him to erase the reservation from the diagram and from request, and new reservation, if desired, made. All transportation requests must be lifted by the initial sleeping or parlor car conductor and transfer tickets issued where necessary.

TRANSPORTATION—SUBSISTENCE.

2200. **Military meal identification cards.**—Pursuant to an understanding reached between representatives of the military branches of the Government and the United States Railroad Administration, effective 1 June, 1919, arrangements for furnishing military meals in dining cars and in dining rooms in stations operated by carriers under Federal control, including Pullman car lines, will be carried under the following terms and conditions:

Rate per meal, 75 cents.

Persons entitled to military meal:

(*a*) In uniform—
1. Enlisted men, United States Navy.
2. Enlisted women and nurses, United States Navy.

(*b*) Not in uniform—
1. Recruits, traveling to depots or other points of concentration.
2. Enlisted women and nurses of the United States Navy who are not required by military regulations to wear a street uniform.
3. Discharged sailors returning from debarkation ports, or place of discharge to their homes, or to place of enlistment, enrollment, or original muster into service.

Military meal identification card:

1. Individuals entitled to the military meal according to the above classification, will be furnished by officers authorized to issue transportation, or by those authorized to pay travel allowance upon

discharge, a card of identification known as "Military Meal Identification Card," in accordance with the draft printed below:

(Present before ordering meals.)

No._____

Military Meal Identification Card,
United States Navy.

Upon presentation of this card to dining car conductor or steward in charge of dining cars or eating houses operated by carriers under Federal control, before ordering meals, the bearer who is en route from _____to_____ _____will be entitled to military meals until and including _____19____, at rate of 75 cents per meal; all meals to be paid for in cash by the bearer.

_____
[Signature of issuing officer.]

_____
[Signature of holder.]
(Holder hereof will sign dining car or eating house check.)

(Cards to be numbered consecutively and if desired, provided with stub.)

2. The identification card, when presented before ordering meals, will entitle bearer thereof to the military meal upon payment in cash on the basis of 75 cents per meal.
3. The identification card will show starting point and destination of the holder, and will be void after a time limit to be shown therein by the issuing officer or Government representative, allowing sufficient time for holder to reach destination.
4. The identification meal card will not be taken up by conductors or stewards but will, upon arrival of holder at destination, be surrendered by him to the officer or Government representative to whom he reports, in the event of his traveling on official duty. Special instructions should be issued to conductors and stewards regarding this feature.
5. The holder of the identification card will sign the dining car or dining room check.
6. The identification cards will be numbered consecutively. The number of card must in each case be entered on meal check.

The 75-cent military meal will be furnished only to persons as classified above.

2201. Supplies of military meal identification cards, consecutively numbered, have been prepared by the Navy Department for distribution to officers and other Government representatives authorized to issue them. Each issuing officer will secure his own supply of these cards.

2202. As a general rule, cash will be used for drafts of 24 men or less. Where the cash is furnished to one man in charge of a small draft who will pay for all meals, one card is sufficient. Where each man is furnished cash each man should be furnished a card. Many instances have been reported to the bureau where men entitled to the 75-cent meals can not obtain them, due to the fact that they were not provided with identification cards. These cards should be printed at each station, and given to all enlisted men, etc., when traveling, in order that they may secure this 75-cent meal en route. The 75-cent meal is furnished on all railroads and steamboat lines operated by the United States Railroad Administration.

2303. In case men are traveling under orders without one or more military meal identification cards, the man in charge of the draft should furnish a writ-

ten order for the meals. This written order will be given for the protection of the railroad or eating house officials until they secure cash for the meals ordered. Men will also furnish receipts for meals secured when requested to do so. There is no special form for either the order or the receipt. Should meals be ordered and not called for, as a general proposition, the order will entitle the holder to reimbursement for the meals, even though they were not called for, and the account of the man ordering the meals will be checked, unless there is very good reason to the contrary.

2210. **Meal tickets.**—The Navy Department will continue the use of meal tickets for movements of detachments of 25 men or more, and accordingly, when such meal tickets are presented in lieu of cash, the military meal identification card will not be required.

2211. The bureau has on hand a supply of Navy meal tickets, and if issuing officers who have occasion to use meal tickets will make requisition for a six months' supply, the request will be immediately complied with.

TRANSPORTATION FOR MEN DISCHARGED OR RELEASED FROM ACTIVE SERVICE.

2300. **Travel allowance for released or discharged men.**—Five cents per mile will be paid honorably discharged or released men to bona fide home or residence or place of muster into service. This cancels all laws and regulations governing transportation furnished discharged men except discharged prisoners, who will be furnished transportation requests as heretofore.

2301. All men given other than a dishonorable discharge, or who have been discharged for bad conduct or undesirability, are to be considered as honorably discharged and paid the 5-cent allowance. All reservists released from active duty are to be considered as honorably released. Place of muster into service is place of enlistment or enrollment, or, in the case of drafted men, place of induction into the service as indicated on their papers. The actual bona fide home or residence is to be considered as the home address indicated on the papers.

2302. Should a man claim a different actual home or residence, pay allowance to the home indicated in his papers, and instruct him to submit claim with two affidavits to the bureau. Explain fully to the discharged man that he is given cash with which to purchase his transportation. No doubt if the matter is fully explained, the man will designate point of greatest distance. Should a discharged man designate point of lesser distance, have him sign a written statement to the effect that the matter was fully explained to him. This statement is to be forwarded to the bureau for file with his record in case a complaint is made that there was discrimination.

2303. Transportation allowance of 5 cents per mile is not allowed men of the Naval Reserve Force transferred to the Regular Navy to serve unexpired portion of their enrollment. Nor is it allowed to men who have enlisted for the duration of the war and extend their enlistments.

2304. Unless a man in the Fleet Naval Reserve has been on active duty after enrollment there is no authority to pay him 5 cents a mile to his home.

2305. Men who have enlisted under age and without the consent of parents or guardian, and are discharged as undesirable, are not entitled to transportation allowance of 5 cents per mile to their homes, but will be transferred to the naval station nearest their homes for discharge.

TRANSPORTATION REPORTS.

2500. **Checked by Bureau of Navigation.**—All transportation issued is checked by the Bureau of Navigation to determine if services were rendered as called

for and without the prepared sheets, the transportation can not be certified to, thereby necessitating an accumulation of transportation and steamship bills.

2510. **Special instructions.**—Reports are to be prepared in duplicate, one white and one pink sheet, the white sheet to be forwarded to the Bureau of Supplies and Accounts for accounting purposes and the pink copy to the Bureau of Navigation for checking purposes. The transportation request numbers are to be in serial order, and should be forwarded to the respective bureaus immediately after the close of business on the fifteenth and last day of each month.

2511. Issuing officers in preparing sheets to cover balance of a transportation book should indicate at the bottom of the sheet the next series to be used and accordingly prepare new sheets to cover each individual book following in numerical order.

CHAPTER IV.—TRAINING.

TRAINING AT SHORE STATIONS.

3000. **Training stations.**—The following training stations will continue to operate. All other training stations and camps have been demobilized.

Naval training station, Newport, R. I.
Naval training station, Navy Operating Base, Hampton Roads, Va.
Naval training station, Great Lakes, Ill.
Naval training station, San Francisco, Calif.
Naval training camp, Gulfport, Miss.

In addition to the recruit training carried on, the majority of the trade schools have been or will soon be located at these stations.

3001. The course of training for apprentice seamen and firemen, third class, at training stations, is four months. Upon the completion of the course of training at training stations, apprentice seamen will be rated seamen, second class, or firemen, third class, and granted the usual leave before being transferred to ships.

3002. For the purpose of assisting in the instruction of recruits, commanding officers of training stations are authorized to appoint one chief petty officer instructor, who will be entitled to $10 per month extra, for every 50 men under recruit training, regardless of the rating of such recruits, except that instructors in the trade schools enumerated in paragraphs 3020 and 3030 shall not receive extra compensation for this duty. The number of these instructors will be based on the number of men under training at the close of working hours on the last day of the preceding month. These men will be appointed without further authority from the bureau, but in order that they may be paid additional compensation they must be specially designated as "instructors of apprentice seamen" and qualified in accordance with the provisions of paragraphs 4500 to 4503, inclusive, of these instructions.

3010. **Special schools.**—Special schools have been established at the naval training stations at Newport, R. I., and San Francisco, Calif., for the instruction of enlisted men who desire to enter the Naval Academy.

3020. **Trade schools.**—Trade schools have been established for the purpose of training enlisted men in the different specialties required in the Navy at the following places:

(*a*) Naval training station, Newport, R. I.:
- Commissary school—
  1. Commissary steward's class.
  2. Ship's cooks' class.
  3. Bakers' class.

(*b*) Naval training station, naval operating base, Hampton Roads, Va.:
- Pharmacist's mates' training school.
- Commissary school—
  1. Ship's cooks' class.
  2. Bakers' class.
- Artificers' school—
  1. Shipfitters' rlass.
  2. Shipwrights' class.
  3. Blacksmiths' class.
  4. Painters' class.

(*b*) Naval training station, naval operating base, Hampton Roads, Va.—Continued.

General electrical school—

1. General electricity class.
2. Gyro compass class.

Machinist's mates' school—

1. Machinist's mates' class.
2. Enginemen's class.
3. Coppersmiths' class.
4. Motor-boat operators' class.

(*c*) Naval training station, Great Lakes, Ill.:

Radio school—

1. Radio operators' class.
2. Radio compass class.
3. Radio telephone class.

Aviation mechanics' school—

1. Apprentice metal workers' class.
2. Apprentice woodworkers' class.
3. Machinist's mates' class.
4. Advanced machinist's mates' class.
5. Ignition class.
6. Instrument repair class.
7. Quartermasters' (A) class.
8. Quartermasters' (D) class.
9. Carpenter's mates' class.
10. Boatswains' and carpenters' class.
11. Armorers' class.
12. Coppersmiths' class.

(*d*) Naval training station, San Francisco, Calif.:

Commissary school—

1. Commissary stewards' class.
2. Ship's cooks' class.
3. Bakers' class.

(*e*) Naval torpedo station, Newport, R. I.:

Seaman gunners' school—

1. Torpedo class.
2. Deep-sea diving class.

(*f*) Navy yard, Philadelphia, Pa.:

Fuel-oil school—

(*g*) Navy yard, Washington, D. C.:

Seaman gunners' school—

1. Ordnance class.

Optical repair school.

(*h*) Navy yard, Mare Island, Calif.:

General Electrical School—

1. General electricity class.

Artificers' school—

1. Shipfitters' class.
2. Shipwright's class.
3. Blacksmiths' class.
4. Painters' class.
5. Molders' class.
6. Patternmakers' class.

(*i*) Naval air station, Pensacola, Fla.:

Meteorology and Aerology school.

(*j*) Fore River Shipbuilding Corp., Quincy, Mass.;

Fuel oil school.

(*k*) U. S. S. *Maumee.*

Diesel Engine class.

(*l*) Naval air station, Anacostia, D. C.:
Photographers' school.

3030. **Recruit trade schools.**—Recruit schools have been established for the purpose of training recruits in the different specialties required in the Navy in the following places:

(*a*) Naval training station, Newport, R. I.:
Yeomen's school.
Hospital Corps training school.
Buglers' school.
Musicians' school.
Preliminary radio school.
Preliminary signal school.

(*b*) Naval training station, naval operating base, Hampton Roads, Va.:
Yeomen's school.
Mess attendants' school.
Signal school.
Buglers' school.
Preliminary radio school.
Preliminary signal school.

(*c*) Naval training station, Great Lakes, Ill.:
Yeomen's school.
Musicians' school.
Hospital Corps training school.
Preliminary radio school.
Preliminary signal school.

(*d*) Naval training station, San Francisco, Calif.:
Yeomen's school.
Musicians' school.
Hospital Corps training school.
Signal school.
Preliminary radio school.
Preliminary signal school.

(*e*) Naval Academy, Annapolis, Md.:
Mess attendants' school.

(*f*) Mare Island, Calif.:
Preliminary radio school.

3100. **Training of lookouts.**—All ships and stations should continue to include in the training of recruits and such members of the crew who may be so detailed, a special course for the training of lookouts. Although the value of this training reached its highest point during the war, it is still extremely important during peace time and may be responsible for the safety of ships while navigating along the coast or in European waters which may be infested by derelicts or floating mines.

3101. **Stress is laid on instruction in swimming.**—Every endeavor should be made to qualify those who are unable to swim 50 yards. This is particularly desirable in the case of line petty officers, and no man shall be made a coxswain or a member of a power boat's crew who has not so qualified. Note shall be made, preferably by a stamp, on the service record of all men who have qualified in swimming.

TRAINING AT SEA.

3110. **Special training.**—The attention of all commanding officers is invited to the urgent need of continuing the training of hospital corpsmen to be of value as first aid men on board vessels to which a medical officer is not regularly attached. Chief pharmacist's mates and pharmacist's mates, first class, are considered sufficiently trained and must be considered available for transfer to duty independent of medical officers. Hospital corps ratings lower than pharmacist's mate, first class, are not considered sufficiently trained for independent duty, and are not to be considered available for such duty.

3111. All men who change their rating to hospital apprentice, first class or second class, will be transferred to the nearest hospital corps training school for instruction, without further authority from the Bureau of Navigation, provided services can be spared, and if they have never had training in a hospital corps training school.

3112. All medical officers should continue the course of intensive training for hospital corpsmen on board their respective ships, in addition to the instruction prescribed in Article 2642, Naval Instructions. The additional instruction should occupy two hours daily, except Saturday and Sunday. Special emphasis is to be given to—

(*a*) Clerical forms and procedures of the Medical Department.
(*b*) Dosage of ordinary drugs; dose and restrictions regarding the more dangerous drugs.
(*c*) Management of common diseases and injuries.
(*d*) First aid treatment in emergencies.
(*e*) Preventive measures; antityphoid injections; vaccination against smallpox; venereal prophylaxis.

3113. While ships are laid up where the radio is not used, it is desirable to send radiomen temporarily to an electrical school or to a large radio station for practice, application being made to the bureau in such cases. (For temporary detail to yard radio station, see Radio Regulations, Chapter XIX.)

TRADE SCHOOLS.

3200. **General qualifications.**—It is desired to encourage men in general service to qualify for trades, and as far as practicable those who have proved themselves desirable will be detailed to a service school.

3201. The qualifications as outlined below are subject to change without notice, and details to these classes, in a large majority, are dependent on the needs of the service for men in the different ratings. A necessary qualification for all classes is that the applicant has a good record and shows aptitude for the rating desired. Unless the applicant is thoroughly qualified requests for details to these classes should not be forwarded.

3202. Commanding officers are urged to make recommendations to the bureau of men whom they consider unquestionably desirable for entrance to these schools. All men recommended must, in the opinion of their commanding officer, be exceptionally good material and particularly apt in the specialties in which they will be trained.

3203. As the bureau maintains classes for the instruction of yeomen, cooks, bakers, commissary stewards, electricians, painters, carpenters, ship fitters, machinist's mates, etc., it is preferred that men showing particular aptitude should be recommended for courses of instruction rather than for the rates they would receive after duly completing the respective courses. However, this will not preclude from being so recommended men who have proved aboard ship, by examination and service, to be qualified in all respects to receive a rating.

3204. In view of the fact that many of the men in the radio schools, the seaman gunners' school, and the machinist's mates' school, were members of the Naval Reserve Force or men who enlisted for the duration of war and have been released from active duty or discharged, the requirements for entrance to these schools will be temporarily suspended and they will be open to men in their first enlistment.

3210. **Restrictions.**—Men need not be continuous-service men to be eligible for entrance to a trade school, but, except in the case of recruits who will enter immediately after enlistment, no men will be detailed who will not have at least two years to serve on their current enlistment after they have completed their course. A recruit must have enlisted for at least three years to be eligible for entrance to any trade school having a course of six months or

more. A recruit who has enlisted for two years or more is eligible for entrance to a trade school having a course of less than six months.

3211. Men who complete a course of instruction in any service trade school are not qualified for furlough without pay or discharge by purchase or by special order during the remainder of the enlistment in which the course was completed. A man who applies for instruction in any service trade school shall be so informed and required to sign a statement that he has no intention of requesting furlough without pay or discharge by purchase or special order during his current enlistment, and that no reason exists or can be anticipated as to necessitate such discharge.

3212. Men who have completed one course of instruction in any trade school, whose course is six months or longer, will not be considered eligible for entrance to another trade school except that men entering the apprentice courses in the aviation mechanics' school may be advanced through the higher trade schools of his specialty if his aptitude and progress warrant. Men qualifying for a rating prior to the completion of a course are to be rated and transferred to receiving ships for general detail.

SPECIAL QUALIFICATIONS FOR TRADE SCHOOLS.

SEAMEN GUNNERS' SCHOOL.

3300. **Ordnance class.**—

Location: Navy yard, Washington, D. C.
Course: Nine months.
Capacity: Five hundred—three classes of 150 each.
Classes convene: January 1, April 1, July 1, October 1.

3301. **Torpedo class.**—

Location: Torpedo station, Newport, R. I.
Course: Six months.
Capacity: Six hundred—two classes of 300 each.
Classes convene: January 1, April 1, July 1, October 1.

3302. **Qualifications for entrance.**—Gunner's mates (all classes), seamen and petty officers, third class, of the seaman branch who are specially recommended by their commanding officers, are eligible for this class. Third class petty officers will be required to change their rating to gunner's mate if found qualified.

3303. A special class for machinist's mates, first and second class, has been inaugurated at Newport. This class will convene on the same dates as the regular torpedo class, and men to be eligible must be recommended by the commanding officer of a vessel which carries torpedoes. They must have at least two years remaining on current enlistment after the completion of the course. Machinist's mates who complete this course will have the word "torpedo" entered in their records after their rate, and in all communications concerning such men the term "torpedo" will always be inserted.

3305. **Deep-sea diving class.**—

Location: Torpedo station, Newport, R. I.
Course: Three months.
Capacity: Twenty-five—one class of 25.
Classes convene: June 1 and October 1.

3306. **Qualifications for entrance.**—This school is composed primarily of specially selected graduates of the ordnance and torpedo classes. Artificers serving under continuous service with good records and of good physique, temperate habits, and under 35 years of age may apply for admission to this school. Such men must be specially recommended by their commanding officers. Specially recommended men who have qualified under the old diving system may be assigned to the diving school for 60 days' course of instruction upon approved requests submitted through official channels.

GENERAL ELECTRICAL SCHOOL.

3310. **General electricity class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; navy yard, Mare Island, Calif.

Course: Thirty-nine weeks.

Capacity: Naval operating base, 640; Mare Island, 300.

Class convenes: Each week.

3311. **Qualifications for entrance.**—Men must be specially recommended by their commanding officers for this course of instruction. They must be given careful examination on board ship to determine their ability as electricians and should either be electricians by trade or have a sufficient knowledge of the subject to form a good basis for further instruction. For example, they should be able to do elementary problems in arithmetic, in addition, subtraction, division, multiplication, cancellation, decimals, and simple proportions; should be able to do the most elementary work in mechanical drawing and sketching; should be able to name the parts of a dynamo, motor, and generator, and explain the use of the ordinary tools found in the dynamo room; and have shown aptitude for electrical work.

3312. No men shall be sent from ships to this school for instruction for any period of time less than the full course. Requests for detail to this course of instruction by men attached to cruising vessels must be made to the Bureau of Navigation through the commander in chief, or the commanding officer when the vessel is not attached to the fleet.

3313. **Gyro compass class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.

Course: Eight weeks.

Capacity: Ninety-six men—eight classes of 12 each.

Classes convene: Each week.

3314. **Qualifications for entrance.**—The commander in chief, Atlantic Fleet, will transfer to the naval operating base each week seven electricians (g), any rate, who are considered good material for gyro compass work. All men transferred to the naval operating base to take this course will have at least one year to serve upon the completion of the course.

3315. Electricians (*g*) on board ships not attached to the Atlantic Fleet, who are specifically recommended by their commanding officer, may be sent to take this course upon approval of the request by the bureau. The bureau will consider requests from electricians (*g*) who desire this course, upon reenlistment, provided their records warrant such consideration.

3316. Until a gyro compass class is established on the Pacific Coast, the commander in chief, Pacific Fleet, will send men from that fleet to the class at Hampton Roads. These men are to be sent by public conveyance as opportunity offers, and in such numbers as the exigencies of the fleet will permit.

3317. All men other than those to be returned to ships having the single wheel compass will be given a course of instruction in the twin compass.

3318. Vessels fitted with gyro compasses should take advantage of the gyro compass class by sending electricians detailed for gyro duty on board to the naval operating base from time to time. When it is desired, men may be so sent to the school without reference to the bureau, provided the commandant, naval operating base, Hampton Roads, Va., is informed as to the time it is desired to send them. In order that men sent in accordance with this paragraph may be returned to the ships from which they came, their orders must be specifically worded to insure their return.

3319. The bureau will, from time to time, furnish the commanding officer, naval operating base, with a list of destroyers building. The commandant, naval operating base, will, without further orders, detail one electrician trained in the gyro compass class to each destroyer given in these lists. Men who prove undesirable or unsatisfactory will be returned to vessels from which received.

RADIO SCHOOLS.

3320. **Radio Operators' Class.**—
Location: Naval training station, Great Lakes, Ill.
Course: Thirty-two weeks.
Capacity: Thirty-six hundred.
Classes convene: Each week.

3321. **Qualifications for entrance.**—Men must be specifically recommended by their commanding officers for this course of instruction. Applicants must be able to send and receive at least 12 words per minute in the Continental Code, write legibly, and spell correctly at a speed of 25 words per minute, and have a grammar-school knowledge of arithmetic. No men will be sent from ships to the radio school for instruction for any period of time less than the full course. Requests for detail to this course of instruction by men attached to cruising vessels must be made to the commander in chief, or when the vessel is not attached to the fleet, to the commanding officer. Third-class petty officers who complete the course will have their ratings changed to electrician, third class (radio).

3323. **Radio Telephone Class.**—
Location: Naval training station, Great Lakes, Ill.
Course: Two months.
Capacity: One hundred—two classes of 50 each.
Classes convene: Each month.

3324. **Qualifications for entrance.**—Men detailed to this class will be selected from the men graduated from the radio operators' class. They must be specially qualified for radio work, show special ability in this line, and must be recommended to the bureau by the officer in charge of the radio school before they are detailed.

3326. **Radio compass class.**—
Location: Naval training station, Great Lakes, Ill.
Course: One month.
Capacity: One hundred—two classes of 50 each.
Classes convene: Every two weeks.

3327. **Qualifications for entrance.**—In order that all ships which are now equipped with radio compasses, or which will be so equipped, may have a sufficient personnel trained in the care and operation of the radio compass, all commanding officers whose ships are now equipped or are to be equipped with this apparatus, will send such electricians (r) to this class for training, as they desire. It is preferred that only such men as have had sea experience as radio operators be sent.

3328. In order that the class may not be overcrowded it will be necessary for the commanding officers of such ships in commission or building to inform the commandant, naval training station, Great Lakes, Ill., of the number of men they desire to send there for training. Upon receipt of this report the commandant will inform the ships as to the time when the men may be accommodated. Upon the receipt of this notification the ships will transfer their men to the naval training station, Great Lakes, Ill., for instruction in the radio compass class without further reference to the bureau. Orders for such men must be clearly worded to show for what duty the men are intended and that these men are to be returned to the ships from which they are transferred.

MACHINIST'S MATES' SCHOOL.

3330. **Machinist's Mates' class.**—
Location: Naval operating base, Hampton Roads, Va.
Course: Sixteen months.
Capacity: Three hundred—four classes of 75 each.
Classes convene: March 1, July 1, and November 1.

3331. **Qualifications for entrance.**—Men eligible for this course are water tenders, enginemen, oilers, firemen, first class, and other men who have a knowledge of machine work and are desirous of learning the trade, who are specifically recommended by their commanding officers and have at least two years remaining on their current enlistments after completion of the course. All men attending the machinist's mates' school will be required to provide themselves with the following tools, and all applicants should be so informed: One 9-inch combination square; one pair 5-inch outside spring calipers; one pair 5-inch inside spring calipers, one pair 5-inch spring dividers; one ball and peen hammer, 1¼ pounds.

3331a. Upon completion of the course men will be examined and rated machinist's mates, first or second class, if qualified. Men who fail to qualify for the rating of machinist's mate may, if recommended by the commanding officer, be placed on board ship on probation for a period of six months. During this period such men may be recommended for the rating of machinist's mate, second class, or for removal from probation for such ratings, an entry of these facts to be made in the service record. Commanding officers of ships will inform the commandant, naval operating base, of the efficiency of machinist's mates on board who have graduated from the machinist's mates' school six months after date of graduation therefrom, as well as make such suggestions as may be deemed necessary for improving this course. Whenever men in this class show by their general behavoir and inattention to their studies that they are endeavoring to be sent to a sea-going ship before the completion of the course, a notation should be made on their records to this effect and commanding officers of ships to which they are sent will not advance them in rating until after they have served at least six months at sea.

3332. **Enginemen's class.**—

Location: Naval operating base, Hampton Roads, Va.
Course: Four months.
Capacity: One hundred and fifty men—one class of 150.
Classes convene: March 1, July 1, and November 1.

3333. **Qualifications for entrance.**—This class is intended to train men for the operation of engines and to make repairs in the engine room, other than those which necessitate machine shop work. This course is entirely different from the course in the machinist's mates' class, which trains men for all machine-shop work and engine operating work. Men selected for this class will be men of exceptional mechanical ability accustomed to work with hand tools, as for example, garage repair men. Men qualified for machinist's mates' ratings will not be sent for this course. Each detail of men for this class shall be specifically ordered to the naval training station, naval operating base, Hampton Roads, Va., for this duty to prevent their inadvertant induction into the machinist's mates' class in the same school.

3333a. Men successfully completing the course with a final average of not less than 86 per cent will be rated enginemen first class; those completing the course with a final average of between 76 per cent and 86 per cent will be rated enginemen, second class; those completing the course with a final average of between 67½ per cent and 76 per cent will be transferred in their ratings and considered available for further instruction for the rating of engineman. Men who can not maintain a general average of 67½ per cent will be returned to general detail.

3334. **Coppersmiths' class.**—

Location: Naval operating base, Hampton Roads, Va.
Course: Six months.
Capacity: 30—One class of 30.
Classes convene: January 1 and July 1.

3335. **Qualifications for entrance.**—Applicants for this class should have a fundamental knowledge of the trade and should be recommended only after examination has been held to determine their qualifications for entrance to the class. Entrance is not limited to any special ratings, but it is desired that no

petty officer in rating higher than that of second class be recommended, and preference given to men in artificer ratings. Upon completion of the course men will be rated coppersmith, second class, if qualified.

3336. **Motorboat operators' class.**—

Location: Naval operating base, Hampton Roads, Va.
Course: Three months.
Capacity: Ninety.
Classes convene: No special dates for entrance.

3337. **Qualifications for entrance.**—Only men holding the ratings of enginemen, second class, oiler, and fireman, first, second, and third class, are eligible for this course. Men must be specially recommended for this instruction, have good records, and a mark of at least 3.0 in mechanical ability. Details for this class are made by the commanders in chief, Atlantic and Pacific Fleets.

ARTIFICERS' SCHOOL.

3338. **Shipfitters' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; navy yard, Mare Island, Calif.
Course: Six months.
Capacity: Naval operating base, 50; Mare Island, 20—Two classes of 10 each.
Classes convene: Naval operating base, no special date for entering; Mare Island, January 1, April 1, July 1, and October 1.

3339. **Qualifications for entrance.**—For detail to the shipfitters' class, an applicant should have had experience as a metal worker, be able to lay out work, know how to chip and calk and drive rivets, understand the various rules for drilling and tapping, and have some knowledge of pumping and drainage; also be familiar with the required tools and their uses and care, understand joint wiping, pipe fitting, lead work, as required in the trade on board ship. Details are made on special recommendation of the commanding officer after an examination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

3340. **Shipwrights' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; Navy Yard, Mare Island, Calif.
Course: Six months.
Capacity: Naval operating base, 50; Mare Island, 20—two classes of 10 each.
Classes convene: Naval operating base, no special date for entrance; Mare Island, January 1, April 1, July 1, and October 1.

3341. **Qualifications for entrance.**—For detail to the shipwrights' class the applicant should have had some practical experience in this class of work, know the names of the tools required, and their uses and care. Details are made on special recommendation of the commanding officer after an examination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

3342. **Blacksmiths' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; Navy Yard, Mare Island, Calif.
Course: Six months.
Capacity: Naval operating base, 25; Mare Island, 20—two classes of 10 each.
Classes convene: Naval operating base, no special dates for entrance; Mare Island, January 1, April 1, July 1, and October 1.

3343. **Qualifications for entrance.**—For detail to the blacksmiths' class, an applicant should have had experience at the trade, know how to heat, weld, and temper; be familiar with the tools required and their uses and care. Details are made on special recommendation of the commanding officer after an ex-

amination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

3344. **Painters' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; navy yard, Mare Island, Calif.

Course: Six months.

Capacity: Naval operating base, 15.

Classes convene: Naval operating base, no special dates for entrance; Mare Island, January 1, April 1, July 1, and October 1.

3345. **Qualifications for entrance.**—For detail to the painters' class, applicant should have had some experience as a painter; should have some knowledge of the rules of mixing paint and applying it. Details are made on special recommendation of the commanding officer after an examination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

3346. **Molders' class.**—

Location: Navy yard, Mare Island, Calif.

Course: Six months.

Capacity: Twenty—Two classes of 10 each.

Classes convene: January 1, April 1, July 1, and October 1.

3347. **Qualifications for entrance.**—For detail to the molders' class, applicant should have had some experience at the trade, be familiar with the tools required and their uses and care. Details are made on special recommendation of the commanding officer after an examination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

3348. **Patternmakers' class.**—

Location: Navy yard, Mare Island, Calif.

Course: Six months.

Capacity: Twenty—Two classes of 10 each.

Classes convene: January 1, April 1, July 1, and October 1.

3349. **Qualifications for entrance.**—For detail to the patternmakers' class, applicant should have had some experience at the trade, be familiar with the tools required and their uses and care. Details are made on special recommendation of the commanding officer after an examination of the applicant on board ship to demonstrate his knowledge of the trade and his general aptitude.

COMMISSARY SCHOOL.

3350. **Commissary stewards' class.**—

Location: Naval training station, Newport, R. I.; naval training station, San Francisco, Calif.

Course: Six months.

Capacity: Newport, 30; San Francisco, 10.

Classes convene: No special date for entrance.

3351. **Qualifications for entrance.**—Men to be recommended for this class must be continuous-service men of good records in ratings of ship's cook, first class, and baker, first class. Applicants must have a fair knowledge of arithmetic, be able to write a legible hand, have considerable experience as cooks or bakers, and must be well recommended by commanding officers.

3353. **Ship's cooks' class.**—

Location: Naval training station, Newport, R. I.; naval training station, naval operating base, Hampton Roads, Va.; naval training station, San Francisco, Calif.

Course: Four months.

Capacity: Newport, 140; naval operating base, 75; San Francisco, 30.

Classes convene: No special date for entrance.

3354. **Qualifications for entrance.**—Nonrated men who are specially recommended by their commanding officers are eligible for this class. Applicant should possess a fair knowledge of the trade as shown by examination. Upon the completion of the course men who are specially well qualified may be rated ship's cooks, third class.

3356. **Bakers' class.**—

Location: Naval training station, Newport, R. I; naval training station, naval operating base, Hampton Roads, Va.; naval training station, San Francisco, Calif.

Course: Four months.

Capacity: Newport, 50; naval operating base, 40; San Francisco, 30.

Classes convene: No special date for entrance.

3357. **Qualifications for entrance.**—Nonrated men who are specially recommended by their commanding officers are eligible for this class. Applicant should possess a fair knowledge of the trade as shown by examination. Upon the completion of the course men who are specially well qualified may be rated bakers, second class.

FUEL OIL SCHOOL.

3360. **Fuel oil classes.**—

Location: Navy yard, Philadelphia, Pa.: navy yard, Mare Island, Calif.; Fore River Shipbuilding Corporation, Quincy, Mass.

Course: Six weeks.

Capacity: Philadelphia, 150—two classes of 75 each; Mare Island, 100—two classes of 50 each; Quincy, 100—two classes of 50 each.

Classes convene: First day of each month.

3361. **Qualifications for entrance.**—Chief water tenders, water tenders, oilers, and firemen, with good records, are eligible for this class. Men will be detailed to these classes by the commanders in chief, Atlantic and Pacific Fleets, and by commandants of training stations in accordance with instructions issued from time to time by the Bureau of Navigation. When men apply for this course upon reenlistment, their applications will be made to the Bureau of Navigation.

3362. **Submarine school.**—

Location: Submarine base, New London, Conn.

Course: Machinist's mates, four months; electricians, three months; gunner's mates, two months.

Capacity: Two hundred and ten—100 machinist's mates, 50 electricians, 60 gunner's mates.

Classes convene: When ordered by the bureau.

3363. **Qualifications for entrance.**—Applicants should hold the rating of machinist's mate, electrician, or gunner's mate and have had sea experience. Applications from recruits having had experience in machinist or electrical trades will be considered. Applicants must be physically qualified for submarine service.

3364. **Listener's school.**—

Location: Submarine base, New London, Conn.

Course: Two months.

Capacity: Fifty—two classes of 25 each.

Classes convene: When ordered by the bureau.

3365. **Qualifications for entrance.**—Electricians (r) with sea experience or a graduate of the Navy radio school. A candidate must have a good record, and be well above the average in telligence, judgment, and reliability.

PHARMACIST'S MATES' TRAINING SCHOOL.

3370. **Pharmacist's mates' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.

Course: Fourth months.

Capacity: Three hundred—four classes of 75 each.

Classes convene: First day of each month.

3371. **Qualifications for entrance.**—A candidate must be holding the rate of pharmacist's mate, must be recommended by his medical and commanding

officers, and must have served at least two years in the Hospital Corps, on a station outside the continental limits of the United States, and must have at least 18 months to serve on present enlistment or extension of enlistment.

3372. Hospital Corpsmen who have served at least two years with a creditable record and have been rated pharmacist's mates, who signify their willingness to reenlist, or pharmacist's mates who have recently reenlisted and have been recommended by a medical officer to the Bureau of Medicine and Surgery, may make application for a course of instruction at this school.

3373. Chief pharmacist's mates desiring a special course at this school must be serving under continuous service, must be recommended by their medical and commanding officers, must have an average of at least 3.2 in proficiency in rating for the past 12 months, 4 in sobriety and obedience, and 3 as a leader of men. Chief pharmacist's mates who have served two years ashore, after the completion of this course will generally be sent to sea and those who have served the previous two years afloat will generally be sent to shore duty.

DIESEL ENGINE SCHOOL.

3380. **Class for instruction in care and operation of Diesel engines.**—
Location: U. S. S. *Maumee.*
Course: Eight weeks.
Capacity: Twenty-five—One class of 25.
Classes convene: When ordered by the bureau.

3381. **Qualifications for entrance.**—The primary objects of this class is to supply qualified men for submarine duty, and no man should be recommended for this class unless considered desirable for such assignment. Details to this class are made by the Bureau of Navigation, Ratings eligible; Machinist's mate, second class; enginemen, first class; enginemen, second class; and oilers.

OPTICAL REPAIR SCHOOL.

3390. **Optical repair class.**—
Location: Navy yard, Washington, D. C.
Course: Twenty-four weeks.
Capacity: Fifty.
Classes convene: No special dates for entrance.

3391. **Qualifications for entrance.**—Men must be excellent precision machinists and before being sent to the scohol must be examined either by the commanding officer of a fleet repair ship or the officer in charge, optical repair school, and recommended by one of these officers. A knowledge of lens grinding and care of lenses is not considered enough to qualify men for this school.

SPECIAL QUALIFICATIONS FOR AVIATION TRADE SCHOOLS.

AVIATION MECHANICS' SCHOOL.

3400. **Apprentice metal workers' class.**—
Location: Naval training station, Great Lakes, Ill.
Course: Thirty-six weeks.
Capacity: Three hundred and sixty.
Classes convene: Each week.

3401. **Qualifications for entrance.**—
For detail to this class, men should have some practical experience in metal working. If specially recommended they may be detailed to the machinist's mates' class after completing the course.

3410. **Apprentice woodworkers' class.**—
Location: Naval training station, Great Lakes, Ill.
Course: Thirty-six weeks.
Capacity: Two hundred and forty.
Classes convene: Each week.

3411. **Qualifications for entrance.**—For detail to this class men should have some practical experience in woodworking. If specially recommended they may be detailed to the carpenter's mates' class after completing the course.

3420. **Machinist's mates' class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Twenty-four weeks.
Capacity: Four hundred and eighty.
Classes convene: No special dates for entrance.

3421. **Qualifications for entrance.**—Men detailed to this class may be taken from those who have been found specially qualified in the apprentice metal workers' class or from men having any one of the following trades: Foreman tool room machinist; expert tool room machinist; general airplane engine assembled; automobile engine expert; automobile repairer; general machinist; automobile mechanic; automobile truck assembler; carburetor mechanic; service station general automobile mechanic; chassis assembler; tool room machinist; manufacturing inspector; part inspector; automobile assembly plant foreman; foreman automobile machinist; foreman service plant; worker in magneto manufacturing plant; automobile electrician; electrician; skilled motor mechanic; automobile road tester; taxi driver; truck driver; plant electrician; electrical repair man; repair electrician; electrical machinist; jobbing machinist; expert press operator; expert die manufacturer; press products inspector; toolmaker; boring mill operator; milling machine operator; shaper operator; grinder operator; gauge, die, and fixture maker; small lathe operator; vertical boring machine operator; lathe operator; foreman factory repair shop; metal finisher; automatic screw machine operator; bench hand; filer; buffer; polisher.

3425. **Advanced machinist's mates' class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Twelve weeks.
Capacity: Twenty—Two classes of 10 each.
Classes convene: No special dates for entrance.

3426. **Qualifications for entrance.**—Men specially qualified and recommended by the officer in charge, aviation mechanics' school, may be detailed to this class after completing the course in the machinist's mates' class.

3430. **Ignition class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Six weeks.
Capacity: Ten—One class of 10.
Classes convene: No special dates for entrance.

3431. **Qualifications for entrance.**—For detail to this class men should be machinist's mates (a) who have proved their value, show special aptitude for this class of work, and are specially recommended by their commanding officers.

3440. **Instrument repair class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Twenty-four weeks.
Capacity: Thirty.
Classes convene: No special dates for entrance.

3441. **Qualifications for entrance.**—For detail to this class men must have had previous practical experience in this class of work, such as watchmaking or overhauling of other delicate instruments, and be specially recommended by their commanding officers.

3450. **Quartermasters' (A) Class**—

Location: Naval training station, Great Lakes, Ill.
Course: Sixteen weeks.
Capacity: Eighty.
Classes convene: Each week.

3451. **Qualifications for entrance.**—For detail to this class men may be selected from men having any one of the following trades: Experienced cutter and cloth fitter; upholsterer; carriage or automobile top maker or trimmer;

wire rope maker; wire maker; small work pattern maker; canvas worker; tentmaker; tailor; canoe builder; interior finisher; canvas dealer or jobber; factory canvas inspector; cloth inspector; textile mill product inspector; interior decorator; fresco painter; large sign painter; wagon or carriage painter; expert furniture finisher; automoble, carriage, or truck painter; house interior finisher; varnisher; paint mill chemist; experienced paint mill worker; tent erector; sail rigger; general rigger; rope splicer.

3460. **Carpenter's mates' class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Sixteen weeks.
Capacity: One hundred and sixty.
Classes convene: Each week.

3461. **Qualifications for entrance.**—Men detailed to this class may be taken from those who have been found specially qualified in the apprentice wood workers' class or from men having any one of the following trades: Woodworking factory mechanic; skilled pattern maker; cabinet maker; piano sounding board builder; air propeller builder; journeyman carpenter; stair builder; boat carpenter; door and sash mill foreman; wood mill worker; millman; factory carpenter; tank or station pipe factory worker; cooper; barrel maker.

3470. **Boatswains' and carpenters' class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Eight weeks.
Capacity: Eight.
Classes convene: When ordered by the bureau.

3471. **Qualifications for entrance.**—Men detailed to this class will be selected from chief petty officers who have served at air stations and shown unusual aptitude for aviation duties. They must be good officer material and specially recommended to the bureau by their commanding officers.

3480. **Armorer's class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Twenty weeks.
Capacity: One hundred and twenty.
Classes convene: No special dates for entrance.

3481. **Qualifications for entrance.**—For detail to this class men should have some practical experience in this class of work and be specially recommended by their commanding officers.

3490. **Coppersmiths' class.**—

Location: Naval training station, Great Lakes, Ill.
Course: Twenty weeks.
Capacity: Thirty.
Classes convene: Each week.

3491. **Qualifications for entrance.**—Men detailed to this class may be taken from men having any one of the following trades: Sheet metal worker; tinsmith; plate worker; plumber; acetylene welder; arc welder; autogenous welder; gas welder; oxy-acetylene welder; riveting machine operator; small squeezer riveting machine operator; boiler maker; tank builder; heavy blacksmith; riveter.

3495. **Meteorological and aerological class.**—

Location: Naval air station, Pensacola, Fla.
Course: Four months.
Capacity: Twelve—two classes of six each.
Classes convene: November 1, December 1, March 1, April 1, July 1, and August 1.

3496. **Qualifications for entrance.**—Candidates for this school shall have completed a grammar-school course, and should have had at least two years in a recognized high school or its equivalent. It is desirable that they have a knowledge of elementary physics, mathematics (arithmetic, algebra, and plane geometry), and physical geography. They should be restricted to such men as will have at least 1 year and 10 months to serve on their current enlistment

from the date of the beginning of the course. Recruit training for at least one month is required for all men entering this school.

3497. Upon receipt of an application for this school the commanding officer will have the applicant examined and will forward the application to the Bureau of Navigation with his recommendation as to the candidate's qualifications. All transfers to this school will be made by a specific order of the bureau. Graduates of this school will be given ratings in accordance with their ability and assigned to duty at naval weather observation stations operated in connection with the various naval air stations and on board naval aircraft tenders.

3498. **Photography school.**—

Location: Naval air station, Anacostia, D. C.
Course: Three months.
Capacity: Twenty-six—two classes of 13 each.
Classes convene: January 1, February 15, and on graduation of each class thereafter.

3499. **Qualifications for entrance.**—Candidates for this school must have at least one year and eight months to serve in current enlistment or on extension of enlistment at time of entrance. Applicants with previous photographic experience and a high-school education will be given preference. Commanding officers must make specific recommendation to the bureau in each case. Transfers to this school will be made only on order of the bureau.

SPECIAL QUALIFICATIONS FOR RECRUIT TRADE SCHOOLS.

YEOMAN SCHOOL.

3500. **Yeoman class.**—

Location: Naval training station, Newport, R. I.; naval training station, naval operating base, Hampton Roads, Va.; naval training station, Great Lakes, Ill.; naval training station, San Francisco, Calif.
Course: Six months.
Capacity: Newport, 200; naval operating base, 200; San Francisco, 145.
Classes convene: No special dates for entrance.

3501. **Qualifications for entrance.**—Applicants should be examined in penmanship, composition, spelling, simple fractions, decimals, interest, geography, and current history. A typewriting test consisting of writing a letter of about 200 words in length with double and single spacing, quotations, headings, paragraphing, etc., should be given. Any applicant who can not write at least 10 words a minute will be rejected.

3502. Marks in typewriting will be given as follows: Men writing 30 words a minute, with no errors, 100 per cent. Deduct 1 per cent for each word less than 30. Deduct 3 per cent for each error in spelling, punctuation, omission, repetition, substitution, or striking one letter over another. Deduct 1 per cent for each erasure, unclean type, punctuation marks through paper, failure to hit type clearly, improper margin, misdivision of a word at the end of a line, or any minor deviation from copy. Any applicant falling below 70 per cent in the typewriting test is disqualified.

MUSICIANS' SCHOOL.

3510. **Musicians' class.**—

Location: Naval training station, Newport, R. I.; naval training station, Great Lakes, Ill.; naval training station, San Francisco, Calif.
Course: Eight months.
Capacity: Newport, 150; Great Lakes, 210; San Francisco, 60.
Classes convene: No special dates for entrance.

3511. **Qualifications for entrance.**—These classes may be entered on specific recommendation from commanding officers. Applicants should be able to read

music and play the easy grades of piano, string, or brass instrument. Non-rated men in seaman and artificer branches are eligible for this school.

SIGNAL SCHOOL.

3520. **Signalmens' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.
Course: Ten weeks.
Capacity: Four hundred—ten classes of 40 each.
Classes convene: Every week.

3521. **Qualifications for entrance.**—Men selected for this class must have the following qualifications:

(*a*) A minimum of two months' training at a training station or training camp,

(*b*) At least a grammar school education or its equivalent, be able to write a clear and legible hand, and be above the average in spelling.

(*c*) Be able to send and receive accurately dot and dash code at the rate of at least 5 words per minute and semaphore code at the rate of 10 words per minute.

(*d*) The mental alertness, retentiveness, and stability required for signal duties (to be established by psychiatric tests where practicable).

BUGLERS' SCHOOL.

3530. **Buglers' class.**—

Location: Naval training station, Newport, R. I.; naval training station, naval operating base, Hampton Roads, Va.
Course: Four months.
Capacity: Newport, 100; naval operating base, 80.
Classes convene: No special dates for entrance.

3531. **Qualifications for entrance.**—Men detailed to this class must be bright, intelligent men who know how to blow a bugle or play a brass wind instrument, and read music.

MESS ATTENDANTS' SCHOOL.

3540. **Mess attendants' class.**—

Location: Naval training station, naval operating base, Hampton Roads, Va.; Naval Academy, Annapolis, Md.
Course: Four months.
Capacity: Naval operating base, 210; Naval Academy, 200.
Classes convene: No special date for entrance.

3541. **Qualifications for entrance.**—All mess attendants enlisted in the United States, on enlistment, should be sent to the mess attendants' school.

HOSPITAL CORPS TRAINING SCHOOL.

3550. **Hospital apprentices' class.**—

Location: Naval training station, Newport, R. I.; naval training station, Great Lakes, Ill.; naval training station, San Francisco, Calif.
Course: Six months.
Capacity: Newport, 300—six classes of 50 each; Great Lakes, 300 six classes of 50 each; San Francisco, 300—six classes of 50 each.
Classes convene: First day of each month.

3551. **Qualifications for entrance.**—Men who change to Hospital Corps ratings while at the training stations will be transferred direct to the Hospital Corps training school; men who change to Hospital Corps ratings while on board ship will be transferred to the nearest Hospital Corps school via first available Government conveyance.

CHAPTER V.—ADVANCEMENT IN RATING.

ABREVIATIONS AND DESIGNATIONS.

4000. **Abbreviations.**—The following abbreviations will be used for naval ratings:

Chief petty officer	C. P. O.
Chief master at arms	C. M. A. A.
Chief boatswain's mate	C. B. M.
Chief gunner's mate	C. G. M.
Chief turret captain	C. T. C.
Chief quartermaster	C. Q. M.
Chief special mechanic	C. S. M.
Chief machinist's mate	C. M. M.
Chief electrician	C. E.
Chief carpenter's mate	C. C. M.
Chief water tender	C. W. T.
Chief yeoman	C. Y.
Chief storekeeper	C. S. K.
Chief pharmacist's mate	C. Ph. M.
Bandmaster	Bmstr.
Chief commissary steward	C. C. Std.
Chief printer	C. Prtr.
Petty officer, first class	P. O. 1c.
Master at arms, first class	M. A. A. 1c.
Boatswain's mate, first class	B. M. 1c.
Gunner's mate, first class	G. M. 1c.
Turret captain, first class	T. C. 1c.
Quartermaster, first class	Q. M. 1c.
Special mechanic, first class	S. M. 1c.
Machinist's mate, first class	M. M. 1c.
Electrician, first class	E. 1c.
Carpenter's mate, first class	C. M. 1c.
Water tender	W. T.
Yeoman, first class	Y. 1c.
Storekeeper, first class	S. K. 1c.
Pharmacist's mate, first class	Ph. M. 1c.
First musician	1st. Mus.
Commissary steward	Com. Std.
Printer, first class	Prtr. 1c.
Boilermaker	Bmkr.
Engineman, first class	Eng. 1c.
Blacksmith, first class	Bsmth. 1c.
Coppersmith, first class	Csmth. 1c.
Pattern maker, first class	Pmkr. 1c.
Molder, first class	Mldr. 1c.
Shipfitter, first class	S. F. 1c.
Plumber and fitter	P. and F.
Sailmaker's mate	S. M. M.
Painter, first class	Ptr. 1c.

Ship's cook, first class	S. C. 1c.
Baker, first class	Bkr. 1c
Petty officer, second class	P. O. 2c.
Master-at-arms, second class	M. A. A. 2c.
Boatswain's mate, second class	B. M. 2c.
Gunner's mate, second class	G. M. 2c.
Quartermaster, second class	Q. M. 2c.
Machinist's mate, second class	M. M. 2c.
Electrician, second class	E. 2c.
Carpenter's mate, second class	C. M. 2c.
Yeoman, second class	Y. 2c.
Storekeeper, second class	S. K. 2c.
Pharmacist's mate, second class	Ph. M. 2c.
Printer, second class	Prtr. 2c.
Engineman, second class	Eng. 2c.
Blacksmith, second class	Bsmth. 2c.
Coppersmith, second class	Csmth. 2c.
Patternmaker, second class	Pmkr. 2c.
Molder, second class	Mldr. 2c.
Shipfitter, second class	S. F. 2c.
Painter, second class	Ptr. 2c.
Ship's cook, second class	S. C. 2c.
Oiler	Oil.
Petty officer, third class	P. O. 3c.
Master-at-arms, third class	M. A. A. 3c.
Coxswain	Cox.
Gunner's mate, third class	G. M. 3c.
Quartermaster, third class	Q. M. 3c.
Electrician, third class	E. 3c.
Carpenter's mate, third class	C. M. 3c.
Yeoman, third class	Y. 3c.
Storekeeper, third class	S. K. 3c.
Pharmacist's mate, third class	Ph. M. 3c.
Painter, third class	Ptr. 3c.
Seaman gunner	Sea. Gun.
Seaman	Sea.
Fireman, first class	F. 1c.
Shipwright	Swght.
Hospital apprentice, first class	H. A. 1c.
Musician, first class	Mus. 1c.
Ship's cook, third class	S. C. 3c.
Baker, second class	Bkr. 2c.
Seaman, second class	Sea. 2c.
Firemen, second class	F. 2c.
Hospital apprentice, second class	H. A. 2c.
Musician, second class	Mus. 2c.
Ship's cook, fourth class	S. C. 4c.
Bugler	Bug.
Apprentice seaman	A. S.
Fireman, third class	F. 3c.
Landsman	Lds.
Steward to commander in chief	Std. C. in C.
Cook to commander in chief	Ck. C. in C.
Steward to commandant	Std. Cdt.
Cook to commandant	C. Cdt.
Cabin steward	Cab. Std.
Cabin cook	Cab. Ck.
Wardroom steward	W. R. Std.
Wardroom cook	W. R. Ck.

Steerage steward	Stg. Std.
Steerage cook	Stg. Ck.
Warrant officer's steward	W. O. Std.
Warrant officer's cook	W. O. Ck.
Mess attendant, first class	M. Att. 1c.
Mess attendant, second class	M. Att. 2c.
Mess attendant, third class	M. Att. 3c.

4010. **General service designations.**—Particular attention is invited to the necessity of using the following designations whenever they occur in correspondence. This is notably necessary in regard to entries in service records, health records, discharges, continuous-service certificates, the first sheet of service records, and requests for transfer.

Chief gunner's mate, ordnance	C. G. M. (O).
Chief gunner's mate, torpedo	C. G. M. (T).
Chief quartermaster, general	C. Q. M. (G).
Chief quartermaster, signals	C. Q. M. (S).
Chief electrician, general	C. E. (G).
Chief electrician, radio	C. E. (R).
Gunner's mate, first class, ordnance	G. M. 1c. (O).
Gunner's mate, first class, torpedo	G. M. 1c. (T).
Quartermaster, first class, general	Q. M. 1c. (G).
Quartermaster, first class, signals	Q. M. 1c. (S).
Electrician, first class, general	E. 1c. (G).
Electrician, first class, radio	E. 1c. (R).
Gunner's mate, second class, ordnance	G. M. 2c. (O).
Gunner's mate, second class, torpedo	G. M. 2c. (T).
Quartermaster, second class, general	Q. M. 2c. (G).
Quartermaster, second class, signals	Q. M. 2c. (S).
Electrician, second class, general	E. 2c. (G).
Electrician, second class, radio	E. 2c. (R).
Coxswain, winchmen	Cox. (W).
Gunner's mate, third class, ordnance	G. M. 3c. (O).
Gunner's mate, third class, torpedo	G. M. 3c. (T).
Quartermaster, third class, general	Q. M. 3c. (G).
Quartermaster, third class, signals	Q. M. 3c. (S).
Electrician, third class, general	E. 3c. (G).
Electrician, third class, radio	E. 3c. (R).
Fireman, first class, oil burning	F. 1c. (O).
Fireman, second class, oil burning	F. 2c. (O).
Fireman, third class, oil burning	F. 3c. (O).

4011. The rating of quartermaster, listener, is abolished. Men now holding this rating will be allowed to retain it, but no more men will be given this rating nor will any advancement be made in it. Electricians, radio, will be trained in the operation of listening devices, and these men only will be detailed as listeners.

4020. **Aviation designations.**—The following aviation designations will be used whenever they occur in correspondence. This is notably necessary in regard to entries in service records, health records, discharges, continuous-service certificates, the first sheet of service records, and requests for transfer.

Gunner's mates who are competent to operate, care for, repair, store properly, install, and adjust various types of machine guns, aircraft bombs, and aircraft ordnance	Chief Gunner's Mate (A). Gunner's Mate 1c (A). Gunner's Mate 2c (A). Gunner's Mate 3c (A).
Electricians who are competent to make necessary repairs and adjustments to aircraft ignition equipment	Chief Electrician (A). Electrician 1c (A). Electrician 2c (A). Electrician 3c (A).

Electricians who are competent to send and receive radio from aircraft and to operate machine guns and drop bombs when attacking the enemy	Chief Electrician (RA). Electrician 1c (RA). Electrician 2c (RA). Electrician 3c (RA).
Quartermasters who are competent to make and repair aeroplanes, metal fittings, turnbuckles, control wires, repair fabric, dope fabric, do upholstery work, assemble and disassemble aircraft, and line up and adjust aircraft and aircraft control surfaces	Chief Quartermaster (A). Quartermaster 1c (A). Quartermaster 2c (A). Quartermaster 3c (A).
Quartermasters who are competent to assemble, disassemble, repair, adjust, and handle dirigibles and balloons	Chief Quartermaster (D). Quartermaster 1c (D). Quartermaster 2c (D). Quartermaster 3c (D).
Quartermasters who are competent to care for and train homing pigeons	Chief Quartermaster (P). Quartermaster 1c (P). Quartermaster 2c (P). Quartermaster 3c (P).
Machinist's mates who are competent to care for, operate, and overhaul high-powered high-speed gasoline motors, including kite balloon winches	Chief Machinist's Mate (A). Machinist's Mate 1c (A). Machinist's Mate 2c (A).
Machinist's mates who are competent to care for, operate and overhaul high-power and high-speed gasoline motors and who are further qualified to operate machine guns and drop bombs when attacking enemy	Chief Machinist's Mate (GE). Machinist's Mate 1c (GE). Machinist's Mate 2c (GE).
Machinist's mates who are competent to care for and repair and operate all kinds of hydrogen generating machinery	Chief Machinist's Mate (H). Machinist's Mate 1c (H). Machinist's Mate 2c (H).
Machinist's mates who are competent to care for, adjust, and repair instruments, installed in aircraft, such as altimeters, gasoline gauges, pressure gauges, inclinometers, and cameras	Chief Machinist's Mate (W). Machinist's Mate 1c (W). Machinist's Mate 2c (W).
Carpenter's mates who are competent to do woodwork of all kinds, such as repair pontoons and flying boats, struts, wing spars, wing ribs, airplane and dirigible fuselage, etc	Chief Carpenter's Mate (A). Carpenter's Mate 1c (A). Carpenter's Mate 2c (A). Carpenter's Mate 3c (A).
Printers who are competent to care for, adjust, install, and operate aviation photographic instruments and mix the necessary chemicals required for the development of prints, actually develop the prints, enlarge prints, make photographic maps, and experts at reading photographs	Chief Printer (A). Printer 1c (A). Printer 2c (A).
Blacksmiths who are competent to do any blacksmith work in connection with aircraft, including welding in all kinds of metal used in aircraft	Blacksmith 1c (A). Blacksmith 2c (A).
Coppersmiths who are competent to do any coppersmith work or repair in connection with aircraft	Coppersmith 1c (A). Coppersmith 2c (A).

4021. The ratings enumerated in paragraphs 360, 4000, 4010, and 4020 comprise all authorized naval ratings under present laws and regulations. Men

will not be given any rating other than those shown to exist in the above paragraphs. Men holding a rating other than one of those mentioned above may transfer to another rating, if qualified, or serve out current enlistment in present rating, but will not be reenlisted in any but an authorized rating.

4022. The bureau is being put to considerable trouble by recruiting officers, ashore and afloat, enlisting and reenlisting men in ratings and designations that never have been authorized. In order to avoid trouble for the bureau, the recruiting officer, and the individual, great care should be exercised in giving men only properly authorized ratings and designations.

GENERAL INSTRUCTIONS FOR ADVANCEMENT.

4100. **Authority for advancements.**—Commanding officers are authorized to advance competent and deserving men, who have qualified by examination in accordance with these instructions and General Order No. 63, to petty officer ratings below that of chief petty officer, subject to the restrictions given in paragraphs 4120 to 4129, as follows:

(*a*) Men of the engineer force, except molders, may be rated 25 per cent in excess of the allowed complement.

(*b*) Men not in the engineer force, except molders, may be rated 10 per cent in excess of the allowed complement.

4101. Commanding officers are also authorized to change the rating of nonrated men from deck to engineer force and from engineer force to deck force without reference to the bureau if such men are physically qualified for the new ratings. All inexperienced men of the seaman branch, who have had their ratings changed to firemen, third class (o), and who can not be trained on the vessels or at the stations to which they are attached, will be nominated to the bureau for instruction at one of the regular fuel oil burning schools. Particularly at training stations, every effort should be made to obtain desirable material from the seaman branch for firemen or firemen (o) in order that the present urgent need for these men may be filled.

4102. Commanding officers are authorized to change the rating of men having 18 months or more to serve in current enlistment, other than members of the messman branch, to hospital apprentice, first or second class, after they have been found qualified by a board of one or more medical officers. Such men, if their services can be spared, and if they have not had previous training at a Hospital Corps training school, will be transferred immediately to the nearest one of these schools for the prescribed course of training.

4103. Recruiting officers and other officers in charge of men on detached duty are authorized to allow men to report at their own expense to any nearby station or ship for the purpose of being examined for advancement.

4104. No petty officer appointments on Form N. Nav. 12 will be issued. When any advancement or disrating in a petty officer rating is made a notation to this effect will be made in the service record of the man concerned, over the signature of the commanding officer. This entry will be considered an appointment or revocation of appointment as the case may be.

4105. In every case where members of Class 1–B of the Naval Reserve Force are advanced in rating, report shall be made in triplicate to the Naval Allotment Office, Navy Department, stating therein that prior to advancement the reservist was found qualified in accordance with General Order No. 63. This procedure is necessary in order that a reservist may be taken up for retainer pay of the new rating.

4106. Every effort should be made to organize an examining board in accordance with the requirements of paragraph 4230 of these instructions and special care should be taken to have, if practicable, at least one member of the board an officer who has had over two years' service in the Regular Navy.

4107. When men are examined for advancement in rating, the examining board will make a report to the commanding officer. In the case, for example, of a man examined for advancement from seaman, second class, to seaman, the

report will take the following form. (Subjects required will be referred to by letter only, as shown.) This report will be in triplicate and no other report will be required.

REPORT OF EXAMINATION.

Candidate's name _____ Rate _____
U. S. S. _____
Date of examination, 19__

[Scale of marks: 4, excellent; 3.5, very good; 3, good; 2.5, passing; 1.5, fair; 1, indifferent; 0, bad. In order to be recommended for advancement in rating, a candidate must have a minimum mark of 2.0 in each subject and a minimum average of 2.5.]

Subject.	Marks.	Subject.	Marks.	Subject.	Marks.
A		N		S-1	
B		O		S-2	
C		P		S-3	
D		Q		S-4	
E		R		S-5	
F		S		S-6	
G		T		S-7	
H		U		S-8	
I		V		S-9	
J		W		S-10	
K		X		S-11	
L		Y			
M		Z			

We certify that we deem the candidate {not to be / to be} fully qualified for the rating of seaman, and do _____ recommend him for said rating.

_____
_____
_____
(Signatures and ranks of members of the board.)

4110. **Men eligible for advancement.**—Men on general detail on receiving ships are eligible for advancement, without regard to complement, under the same conditions as men regularly attached to other ships and stations.

4111. Any enlisted man of the Navy on the retired list who has been ordered into active service since April 6, 1917, or who may hereafter be ordered into active service, is eligible for promotion and is entitled to the pay and benefits of continuous service of such rating and for such length of time as he is or has been employed in active service, and when relieved from active service shall retain upon the retired list the rating and service held by him at the time of such relief, with the pay and allowances of such rating on the retired list.

4120. **Restrictions to advancement.**—No advancement of an enlisted man is made by the bureau except upon the recommendation of his immediate commanding officer, in accordance with the Navy Regulations. The bureau wishes to discourage the practice among enlisted men of using political or personal influence outside of the service for advancement. A notation will be made on the record of the man in whose behalf the influence is used when such a case comes to the attention of the commanding officer, and the man should be warned against the continuance of such practice.

4121. No men will be rated chief petty officers except upon the authority of the Bureau of Navigation. All men recommended for the rating of chief petty officer will be examined in accordance with these instructions and General Order No. 63, and the reports of examination will be forwarded to the bureau. The bureau will maintain a list of all such recommendations, and as vacancies occur, men who have been recommended by commanding officers will be advanced to the ratings for which qualified.

4122. The following restrictions will govern the advancement of men to petty officer ratings: (*a*) Except at trade schools, and then only upon special authority of the Bureau of Navigation, no man will be advanced in rating to third class petty officer who has not served at least three months in the next lower rating; from third class petty officer to second class who has not served at least six months as third class; from second class to first class, who has not served at least nine months as second class; from first class to chief petty officer (acting) who has not served at least one year as first class, six months of which shall have been at sea.

4130. Before being released from active duty for training, every man of the Reserve Force shall be examined for confirmation in rating, in accordance with General Order No. 63. If he qualifies for confirmation, the commanding officer of the vessel shall so recommend him to the commandant of the naval district in which the reservist resides. In case a reservist does not qualify for confirmation in his rating in accordance with General Order No. 63, he may qualify for a lower rating, in which case he will be recommended to the commandant for confirmation in the lower rating. In case a reservist is on permanent active duty or has been on continuous active sea duty for a period longer than three months, he may be confirmed in rating by his commanding officer. Upon confirmation, an appropriate notation will be made in the service (enrollment) record, and a report of the fact of confirmation shall be sent to the Bureau of Navigation on Form N. Nav. 8.

4131. All confirmed ratings of members of the Naval Reserve Force should be made effective from the first day of the quarter next succeeding that in which they are actually found qualified. A report in triplicate for each man confirmed in rating will be forwarded to the Navy allotment officer, Bureau of Supplies and Accounts. This report should state the name of the man, the class of Naval Reserve Force of which he is a member, that he has completed three months' active service in that class, that he has been examined in accordance with General Order No. 63 and found qualified for confirmation in that rating, that he has been actually confirmed in that rating and class, and the date on which confirmation was actually made. In case of members of Naval Auxiliary Reserve, the name of the listed vessel on which he is serving or last served should be furnished. All reports of confirmation should state date of enrollment in Naval Reserve Force and rating assigned at time of enrollment.

4140. **Procedure in making advancements.**—In order that mistakes and discrepancies in pay and rating may be eliminated, the following procedure must be adhered to in every instance where an enlisted man is issued a permanent appointment or advanced in rating:

(*a*) Adhere strictly to the provisions of paragraphs 4122, 4200, 4201, 4202, 4210, and 4240 of these instructions.

(*b*) Conduct examination in accordance with General Order No. 63, and securely paste one copy of the report of the examination in the service record, and forward one copy to the Bureau of Navigation.

(*c*) Prepare and forward Form N. Nav. 8 to the bureau in the case of men other than those advanced to the rating of chief petty officer. In the case of men advanced to the rating of chief petty officer, or the issue of a permanent appointment, prepare and forward Form N. Nav. 21 (transcript of service record) to the bureau.

(*d*) Furnish a proper order to the supply officer and medical officer.

(*e*) Make an appropriate entry in the service record in red ink. This entry must be signed by the commanding officer. Enlistment records showing change

of rating where the entry has been "rubber stamped," and not signed by the commanding officer, will not be recognized. The last change of rating actually signed by the commanding officer, as shown on a man's service record, will be considered the rating in which the individual is serving.

4141. Whenever the status of an enlisted man is changed by reason of change of rating, the bureau will be promptly informed on the required form. The bureau is constantly being called upon for information concerning ratings of enlisted men and, owing to the information not being submitted promptly by commanding officers, has been subjected to much embarrassment.

PERMANENT APPOINTMENTS.

4200. **Authorization for issue.**—The issue of permanent appointments to chief petty officers by the Bureau of Navigation has been discontinued. Hereafter commanding officers of vessels and shore stations will issue such appointments at discretion to men qualified, under existing instructions, by examination and length of service.

4201. No permanent appointments on parchment will be issued. When the permanent appointment is made, a notation to this effect will be made in the service record of the man concerned over the signature of the commanding officer, and this entry will be considered a permanent appointment.

4202. The rating and date of issue of permanent appointments will be noted over the signature of the commanding officer on discharges and continuous-service certificates. When appointments are issued an itemized report of the examination and transcript of service record (Form N. Nav. 21) will be forwarded to the bureau. Care should be taken that the indorsement fold of the form is properly filled out, showing the date on which the permanent appointment was made, over the signature of the commanding officer.

4210. **Men eligible for permanent appointment.**—Chief petty officers who have served one year at sea with acting appointments and whose marks meet the requirements laid down in the Navy regulations and these instructions shall be considered eligible for permanent appointment. In no case will a permanent appointment be given to any chief petty officer who has not served at least one year at sea in his rating, except that, with the approval of the Bureau of Navigation, chief petty officers performing strictly aviation duties may be given permanent appointments after one year's service in their ratings at an operating air station.

4220. **General qualifications for permanent appointment.**—Chief petty officers to be qualified for permanent appointment must be leading men of strong character, thoroughly familiar with the particular duties of their respective ratings, and fully capable of taking charge of men at drills, of controlling work, of planning details for the best employment of the force available, and of maintaining discipline. They must have the knowledge and practical experience required for holding an acting appointment as chief petty officer and have shown during their term of probation that they are qualified in all respects to hold it permanently.

4221. Their records must show an average of 3.5 each in proficiency and conduct for at least the two past years, and they must have shown in themselves good examples of subordination, courage, zeal, smartness, attention to duty, a practical knowledge of the regulations and orders relating to their duties, and an earnest endeavor to maintain good order and discipline. Chief pharmacists' mates must have received not less than 3 in proficiency in rating and have a record clear of infractions of discipline for the past year.

4222. A report of insobriety or unexcused absence over or without leave shall disqualify any man for an acting or permanent appointment as chief petty officer for at least one year after date of offense.

4230. **Examining board.**—No officer below the rank of lieutenant (junior grade), when officers of or above this rank are available, will be ordered to serve on boards for the examination of enlisted men for acting and permanent appointments in the rating of chief petty officer, and at least one member of

the examining board must be of a rank not below lieutenant. Boards convened for the examination of chief pharmacist's mates must consist of two medical officers and pharmacist, or three medical officers, at least one of whom has had two years' service in the Navy. If possible one of these officers should hold the rank of lieutenant commander, and if practicable, the board should be detailed from a ship or station other than that upon which the candidate is serving.

4231. The board must carefully examine the candidates to determine their manual and mental capabilities. Previous service, together with such official records as may be available, will be carefully scrutinized and noted in making up averages of fitness. General bearing, personal qualifications, and conduct records must be examined with special care, in the effort to procure only men of particular merit in these ratings.

4232. Candidates for permanent appointment shall not present letters of recommendation from officers, and no letters of this sort will be considered by the board.

4233. Reports of examinations must be in the following form, show each item in which the man was examined, and the average mark attained in each item, and be signed by all of the members of the board over their own official ranks. No other report is required. These reports will be sent by the senior member of the board to the commanding officer of the ship to which the candidate belongs. The report will then be filed with the man's service record. Only one copy of the report will be forwarded to the Bureau of Navigation. In cases where men are serving on vessels in reserve the actual cruising done by the candidate while on reserve vessels must be shown in months and days. Below is shown the form required for the examination of a chief turret captain for permanent appointment.

REPORT OF EXAMINATION.

Rate_____

Candidate's name_____

Attached to U. S. S_____

Date of examination_____

[Scale of marks: 4, excellent; 3.5, very good; 3, good; 2.5, passing; 1.5, fair; 1, indifferent; 0, bad.]

Subject.	Marks.	Subject.	Marks.	Subject.	Marks.
Special		F-T		L-T	
A-T		G-T		M-T	
B-T		H-T		N-T	
C-T		I-T		O-T	
D-T		J-T			
E-T		K-T			

We certify that we deem the candidate {not to be / to be} fully qualified to take charge of a turret at target practice or in action, in the absence of the turret officer, and {do not / do} recommend him for permanent appointment as chief turret captain.

_____

_____

_____

[Signatures and ranks of members of the board.]

4234. Commanding officers and boards examining chief pharmacist's mates for permanent appointment will be governed by the following additional instructions:

(*a*) Five questions will be asked in each subject, each question to be broad in scope with a view to ascertaining the man's general knowledge of and familiarity with the subject.

(*b*) A mark of not less than 2.5 in any one subject and a general average of at least 2.8 is required.

(*c*) All the written work of the candidate, with all questions asked and candidate's answers in his own handwriting, and a statement of procedures undertaken and results obtained, shall be forwarded to the Bureau of Medicine and Surgery together with marks assigned in all subjects, the examination report, and a specimen of, and a statement as to proficiency in, typewriting. Great care shall be taken to see that all papers relating to the examination are filled out completely and securely fastened together.

(*d*) The following forms, carefully filled out, will be submitted with the examination papers to the Bureau of Medicine and Surgery.

1. N. Nav. 21 (transcript of service record).
2. N. M. S. H. C. 1.
3. N. M. S. H. C.

4240. **Revocation and cancellation.**—Permanent appointments of petty officers may be revoked at the discretion of commanding officers.

4241. Failure to receive an honorable discharge, or to reenlist within four months after the date of an honorable discharge, cancels a permanent appointment.

SPECIAL QUALIFICATIONS FOR ADVANCEMENT IN RATING.

4300. **Qualifications for all men for advancement.**—All men on board ship before being advanced in rating will be required to prove their knowledge of the following:

(A.) The necessity of realizing the two-fold nature of duty in the Navy, namely, the military duties, irrespective of rating, and the particular duties of the rating in which men enlist or to which they may attain; the importance of accurate knowledge; discipline; the rules of discipline; questions on discipline; the nature of an order; the nature of a command.

(B.) **What the Navy offers.**—The importance of being first a man-of-war's man and, second, a specialist. The various service schools ashore; schools for seamen gunners, artificers, etc., and the qualifications necessary in order to gain admittance to these schools. The necessity for a good record in addition to special ability in any given line. The ship itself as a training school, giving prominence to the fact that a man of the right type may gain advancement, whether a graduate of one of these schools or not, provided he is zealous and obedient. Promotion in the Navy. Difference between acting and permanent appointment. The chances of obtaining warrant and commissioned rank. Continuous-service men. Leave. Liberty. Shore duty. Retirement. Pensions. Rewards and privileges. Medals and gratuities. Citizenship.

(C.) **Enlistment in general.**—Apprentice seaman. Discharge. The various types of discharges and the effects of punishment thereon. The advantage of honorable discharge. Transportation after discharge. Service records. Conduct classes. Overstaying liberty and its ruin of all chance for advancement. What constitutes desertion. The fact that desertion will be punished, irrespective of the motive that prompted it. The large percentage of deserters recovered. Punishment for desertion. Types of naval courts-martial.

(D) **Pay table.**—Accounts. Extra allowances. General remarks on pay. Monthly money. Loss of pay due to breaking liberty. Example of chief petty officer's pay.

(E) **Naval customs.**—Rules concerning salutes. Etiquette to officers and civilians. General information about the Navy and its relation to the Government.

The President. The Secretary of the Navy. The commander-in-chief. Captain. Executive officer. First lieutenant. Navigator. Gunnery officer. Engineer officer. Officer of the deck. Divisional officer. The redress of wrongs. Exercise of authority. Quarrels and disturbances.

(F) The general characteristics of ships of the Navy. Questions thereon.

(G) General feature of ships of the Navy of different classes.

(H) **The routine in port and at sea.**—Bright work. Sick call. Quarters and drill. Setting up. Musters and inspections. Messes. Watches and divisions. Scrubbing and cleaning. Duties of compartment cleaners. Smoking hours. Lucky bag.

(I) **The aim and object of all general drills.**—What is intended to be accomplished in a place other than that in which any particular man is stationed. Fire. Collision. Abandon ship. Fire and rescue. General quarters. Coaling ship.

(J) Marking clothes. Uniform, and regulations relating thereto. Lashing hammocks. Stowing bags and laying them out for inspection. Airing bedding. Stopping on wash clothes, bags, hammocks. Requisitions for clothing. Care of clothing.

(K) Personal cleanliness. Elementary rules of hygiene. Prophylaxis. Elementary first aid. Treatment of the wounded in action. Typhoid prophylaxis.

(L) Painting and the preparation of surfaces therefor.

(M) **Swimming.**—Restoring the apparently drowned. Life buoys, how the buoy should be dropped and when.

(N) **Athletics.**—The attention given to athletics on board ship. The prestige attendant upon victory. The various trophies awarded.

4310. **Qualifications for men in the messman branch—Mess attendants.**—In addition to the subjects which all men in the service should know, mess attendants must show a thorough knowledge of—

(*a*) Officers' uniforms for different occasions.

(*b*) Catering.

(*c*) Cleanliness; making up rooms and keeping them clean.

4311. **Cooks and stewards.**—In order to provide the necessary officers' cooks and stewards, the bureau authorizes the advancement of well qualified and deserving mess attendants, second and third class, who have served not less than one year in each rating. To be eligible for promotion, mess attendants, second or third class, must have not less than 3 in proficiency, sobriety and obedience.

4312. Men enlisting as mess attendants, third class, for steerage or wardroom cooks or stewards may have their ratings changed immediately after enlistment, if they are found fully qualified.

4313. Hereafter, the bureau will not issue "certificates of qualifications" as steward or cook to commander-in-chief or commandant. Men recommended to the bureau for certificates while holding such ratings will be given "certificates of qualification" as cabin stewards and cabin cooks, respectively. No man will be recommended to the bureau or receive a certificate of qualification who has not attained at least 3.5 in proficiency in rating and 4 each in sobriety and obedience for the preceding year. Because of the excess in these ratings, it is desired that men serving as stewards or cooks to commanders-in-chief or commandants have their ratings revert to the rating of cabin steward or cabin cook upon expiration of their service with a commander-in-chief or commandant. No change will be made in the rating of men who at present may not actually be serving with a commander-in-chief or commandant and who have been permitted to obtain the rate.

4320. **Qualifications for nonrated men in the seaman branch—Seaman, second class.**—In addition to the subjects which all men in the service should know, seamen, second class, must have a good elementary knowledge of the following:

(O) **Boats.**—Types, nomenclature. Boat gear carried. Life boats, how secured for sea; lowering, hoisting. Meaning of the various orders given in

boats under oars and sail. Meaning of trim, reefing, running before the wind, tacking, wearing, gybing. The duties of a boat keeper; salutes required of boat keepers.

(P) **Marlinespike seamanship.**—Elementary knowledge of knots and splices (practical). Sails, name parts. Rigs. Varieties of rope.

(Q) **The duties of a lookout.**—Masthead, deck, engine room telegraph, breakdown flag, speed cone, fog whistle, towing spar. The duties of the various messengers. The general duties of a sentry, of an orderly. Side boys. Sweepers. Side cleaners. Jack-'o-the-dust. Anchor watch.

(R) **Deck seamanship.**—Heaving a line. Clapping a jigger on a rope. Definitions of sea terms and expressions. Boat lines, and their uses. Spreading awnings.

(S) **Ground tackle.**—General knowledge, terms, purpose for which various parts are used. Definition and object of mooring ship.

(T) **Steering.**—Orders used. Relative bearings. Log, lead line. Compass. Sounding machine (general).

(U) **Electricity.**—Sufficient to afford an intelligent knowledge of the devices with which a man comes into daily contact, particularly to see that through ignorance he works no mischief.

(V) **Infantry.**—School of the recruit. Manual of arms, landing force (definition). Knapsack (or pack).

(W) **Artillery.**—Briefly the general rules. How to sling and unsling arms.

(X) **Small arms.**—How to load and fire. The object of sighting position and aiming drills, and gallery practice. Briefly, the general principles of individual range firing. Safety precautions.

(Y) **Gunnery.**—Terms used. Parts of the gun. The object of target practice and the rewards for accurate shooting. Duties of gun pointers. Safety precautions. Types of guns. Primers. Fuses. Powder. Projectiles. Magazines and shell-rooms, location and precautions necessary. Duties of handling room's crew. In detail, the duties of his own gun station.

(Z) **Signals.**—Flags, Navy and international. Alphabet, semaphore, and Morse codes. Duties of a signalman (general).

4321. Upon completion of the course at training stations, apprentice seamen will be rated seamen, second class, and granted the usual leave before being transferred to ships. Ex-soldiers and marines who enlist in the Navy as apprentice seamen and are immediately transferred to a receiving ship for general detail, may be advanced to the rating of seaman, second class, immediately.

4322. **Seamen.**—In addition to a knowledge of subjects under (A) to (Z), all seamen must prove a thorough knowledge of the following:

(S-1.) **Boats.**—Types, nomenclature, boat gear, boat-box contents, provisions carried on different occasions, contents and outfit at abandon ship, artillery boats, ammunition for boats. All orders given in small boats under oars and sail. A practical knowledge of the handling of boats under oars and sail. Ability to pull a good oar. Lifeboats in detail, a thorough knowledge of securing for sea, lowering, hoisting. Handling boats in a surf. Running a line. Towing. Carrying stores. Notes on steamers. Care and cleaning of boats. Boat salutes and etiquette. Elementary rules of the road. Buoys, types, and purpose for which used.

(S-2.) **Marlinespike seamanship.**—Practical work in knotting and splicing. Meaning of all terms used.

(S-3.) **Deck seamanship.**—General practice. Blocks and tackles, uses and proper leads. Rigging booms for coaling and other purposes.

(S-4.) **The importance of giving proper instruction and information to the seaman, second class.** The ability to impart such information.

(S-5.) **Ground tackle in detail.** The principles of mooring ship, gear used, leads.

(S-6.) **Steering.**—A seaman must not only know the theory and mechanism of steering; he must actually be able to take the wheel in a satisfactory manner.

The sounding machine.—Complete familiarity with use and operation.

(S-7.) **Infantry.**—The school of the squad. Meaning of the orders given in company and battalion formation sufficient to insure prompt and accurate execution.

(S-8.) **Artillery.**—School of the section. Service of the piece in boats. Landing the piece.

(S-9.) **Small arms.**—Details of individual and collective firing.

(S-10.) **Gunnery.**—Stations in turret, at a broadside gun. In general, the duties of each member of the gun's crew.

(S-11.) **Signals.**—A seaman must be able to send and to receive a signal in both the wigwag and the semaphore codes.

4323. **Seaman gunner.**—The issue of seaman gunner's certificates was stopped on 30 June, 1918.

4330. **Qualifications for nonrated men in the special branch. Bandsmen and buglers.**—In addition to the subject which all men in the service should know, bandsmen and buglers will be required to show a thorough knowledge of the following:

(*a*) Salutes, honors; method of rendering them.
(*b*) The different calls and the necessity for prompt obedience at double time, to every call.

4331. **Hospital apprentices.**—In addition to the subjects which all men in the service should know, a hospital apprentice, second class, will be examined to determine his knowledge of the following subjects:.

(*a*) Aptitude for the service (shall include service record).
(*b*) General education; arithmetic, spelling, writing (legible and grammatical), geography, and history of the United States.

An average of at least 3 is required. Hospital training and a knowledge of nursing will be of advantage to the applicant. Applicants to be admitted to the Hospital Corps must be examined by a medical officer. The following forms, properly made out, will be submitted to the Bureau of Medicine and Surgery with the examination:

(*a*) N. M. S. H. C. 1.
(*b*) N. M. S. H. C. 3.

4332 In addition to the subjects which all men in the service should know, a hospital apprentice, first class, will be examined to determine his knowledge of the following subjects:

(*a*) } Paragraph 4331.
(*b*) }
(*c*) Anatomy and physiology; the skeleton, joints, and muscles; digestive apparatus, and other organs of the body.
(*d*) Minor surgery and first aid (including surgical and operating-room technique); emergencies of all kinds; contusions, wounds, hemorrhages, sprains, dislocations, fractures; preparations for operation of patient and operator, both as to supplies and appliances; the proper conduct of minor surgical procedures; attendance upon larger operations in the operating room with the surgeon; care of and procedures in the operating room, etc.; methods of sterilization; foreign bodies in eyes, ears and air passages; treatment of effects of excessive heat and cold, bites of poisonous animals, insensibility; fits, asphyxia or suffocation; bandaging, application of splints, and a knowledge of the Hospital Corps Drill Book.

A mark of not less than 2 in any one subject and a general average of at least 3 is required. Applicants must be examined by a board consisting of one medical officer and a pharmacist or two medical officers. Form N. M. S. H. C. 1, properly marked, will be submitted to the Bureau of Medicine and Surgery with the examination.

4340. **Qualifications for nonrated men in the artificer branches.**—In addition to the subjects which all men in the service should know, nonrated men in the artificer branches will be examined in accordance with a plan similar to that

outlined for nonrated men of the seaman branch. Questions will be prepared on each ship peculiar to the department to which the men are attached, which will determine whether or not men are familiar with the duties of the next higher rating and qualified for advancement.

4350. **Qualifications for rated men in the seaman branch.**—In addition to the subjects under (A) to (Z) and (S–1) to (S–11), inclusive, petty officers of the seaman branch should show a thorough knowledge of the following:

General duties and responsibilities of petty officers; manner of performing duty; the necessity for exacting absolute and prompt obedience; general duties when detailed for guard and patrol duty; rules and regulations and manner of performing that duty; the order and precedence of petty officers and the various questions relating not to the specialty he is in, but to the functions of a petty officer; questions which should be known in common by all petty officers of the seaman branch, such as the school of the squad, setting up drills, handling boats under oars and sail.

4350*a*. Petty officers, first and second class, are not a separate class of men from petty officers, third class. They will, of course, be expected to exhibit more proficiency and handle more advanced subjects, but the subject matter of their general knowledge will be the same.

4350*b*. All chief petty officers, irrespective of rating, must have a thorough knowledge of the following special subjects:

Responsibilities of chief petty officers; duties in general; privileges; pride in the performance of their duties; chances for advancement; duties at emergency drills (in general); uniform regulations; drill books; duties of beachmasters; patrol officers; making guard trips; routine division duties; and in general, the duties of junior division officers; the ideas and ideals of an officer; the methods by which the chief petty officers can obtain exact knowledge.

4351. **Masters-at-arms.**—Masters-at-arms must show a thorough knowledge of the following subjects:

(M–1) Navy Regulations in regard to the duties of a master-at-arms.

4351*a*. Chief masters-at-arms must show a thorough knowledge of the following subjects:

(M–1) The duties of the senior master-at-arms, as given in the Navy Regulations.

(M–2) All the subjects prescribed for the rating of a master-at-arms.

4352. **Coxswains and boatswain's mates.**—Coxwains and boatswain's mates must be thoroughly qualified in the following subjects:

(*b*–1.) **Practical ability to handle small boats** under all conditions and cirsumstances. Tactical exercises in small boats (general). Beaching or landing through a surf. Duties of a coxswain, as given in the boat book. Responsibilities for cleanliness of boats. Boat salutes and boat etiquette. The "Rules of the Road." Steering effect of propeller. Carrying out anchors. Storm signals. Distress signals. Signals for pilot. Practical ability to take charge of lowering and hoisting boats under various conditions of weather.

(*b*–2) **All duties in connection with the handling of a watch or a section of the division.**

(*b*–3) **A complete and practical knowledge of deck seamanship,** including a thorough knowledge of mooring ship. Ability to rig a collision mat.

(*b*–4) **Ability to drill a squad** in all maneuvers of closed and extended order.

(*b*–5) **Artillery.**—Ability to drill and handle supports, reserve, and crew.

(*b*–6) **Gunnery.**—Ability to station a crew at a broadside gun and explain the duties of each member of the gun crew. Ability to station and drill a turret handling room crew. A general knowledge of the duties of each member of a turret crew. A general knowledge of the methods of procedure at target practice. Ability to take charge of a repair party at target practice.

(*b*–7) **Signals.**—Ability to send and receive wigwag an semaphore, and to read electric night signals.

(*b*–8) **Marlinespike seamanship.**—Practical work with palm and needle. Knotting and splicing, wire rope, hitches, bends, strapping blocks.

4352*a*. Men assigned duty as winchmen on board cargo and supply ships who are considered by their commanding officers deserving of such advancement may be advanced to the rating of coxwain (w). Unless qualified in accordance with General Order No. 63 for the rating of coxswain they will revert to their former ratings upon being transferred to duty where they are not employed as winchmen.

4352*b*. Chief boatswain's mates must show a thorough knowledge in the following subjects:

(B–1) Duties of a boatswain, as given in the Navy Regulations.

(B–2) Duties of coxswain's and boatswain's mates.

(B–3) **Seamanship.**—Details of handling boats under oars and sail and ability to instruct others in this. Details of handling lines under all circumstances. Lowering and hoisting boats, supervising. Handling heavy weights, blocks, tackles, and proper leads.

(B–4) **Ordnance.**—Ability to assemble and drill a company of infantry or two pieces of artillery. Instructions governing small-arms target practice, and galleries.

(B–5) **Signals.**—All systems of signaling used in the service, day and night.

4353. **Gunner's mates.**—Gunner's mates must have the following qualifications:

(*g*–1) **A thorough technical knowledge of** all points relating to the care preservation, and manipulation of the guns or battery to which attached. A thorough familiarity with all ammunition, magazines, shell rooms, stowage of ammunition.

(*g*–2) Familiarity with the routine inspections in their department.

(*g*–3) Ability to rig and adjust Morris tube, dotter, and subcaliber apparatus.

(*g*–4) A thorough knowledge of the firing circuit, with ability to detect and remedy local defects.

(*g*–5) Ability to bore sight the gun and adjust the telescope.

(*g*–6) A thorough familiarity with the mount.

(*g*–7) A knowledge of the duties of an armorer.

(*g*–8) Know how to set a time fuse.

(*g*–9) **A general knowledge of torpedoes and mines,** and, if attached to the torpedo division, a more exact knowledge.

4353*a*. Chief gunner's mates must show a thorough knowledge in the following subjects:

(G–1) In general, the duties of the gunner as given in the Navy Regulations.

(G–2) All subjects given for gunner's mates.

(G–3) Torpedoes and mines.

(G–4) Instructions governing the small-arms target range and galleries.

4355. **Turret captains.**—Turret captains must qualify in the following subjects:

(A–T) Ability to station and drill the turret and handling room crews.

(B–T) Ability to prepare the turret for action.

(C–T) Dexterity in the operation of all the mechanism of the turret.

(D–T) Familiarity with such details of the care of the turret mechanism as come under the cognizance of the gunner's mate of the turret.

(E–T) Safety precautions to be observed in the service of the guns and of the method of procedure in case of a failure to fire.

(F–T) Ability to bore sight the guns and adjust the telescopes.

(G–T) Ability to shift and adjust a gas-check pad and breech mechanism.

(H–T) A ready knowledge of how to properly direct changes to be made in the compensation for range and lateral errors, in order to bring the shots on the target again after they have begun to fall off.

(I–T) A thorough knowledge of the firing circuit, with ability to detect and remedy local defects.

(J–T) Ability to fill the recoil cylinders and a thorough knowledge of the lock.

(K–T) A knowledge of the care and preservation of the shell rooms and magazines and of the various powder tests and inspections.

(L–T) Ability to adjust knife-edges.

(M–T) Knowledge of the methods of receiving ranges and battle orders and communicating them to the sight setters and pointers.

(N–T) Ability to rig and adjust Morris tube, dotter, and subcaliber apparatus and to superintend the training at them.

(O–T) A practical understanding of the general terms used in ordnance and gunnery and the rules for conducting target practice, with a knowledge of the danger spaces at elementary and battle ranges.

4355*a*. To fill prospective vacancies in the rating of turret captain, commanding officers will select candidates from intelligent men with a mechanical bent that appear to possess the necessary qualifications and show good promise as leading men, and will have them detailed to the turrets for training in the duties of turret captain for a period of at least three months. After this probationary training the names of those who are considered desirable candidates will be sent to the commander in chief, or to the force, squadron, or division commander, who will order their examination before a board, which he shall appoint, to consist of not less than three officers, the majority of the board to be turret officers detailed from a ship or ships other than those on board which the candidates are serving. When practicable, at least two candidates, but preferably more, will be nominated for each vacancy in the complement in order that the examination may be competitive. The candidates who pass the examination will be eligible for the rating of turret captain, first class.

4355*b*. A candidate for the rating of turret captain shall be required to demonstrate his ability before the board by actually drilling turret and handling-room crews, preparing a turret for target practice or action, operating all the mechanism, shifting the gas-check pad, going through the procedure in case of a failure to fire, and in other ways showing his practical ability to meet the various conditions and requirements in the care and handling of a turret. In regard to qualifications that can not be practically demonstrated the candidate will be closely questioned by the board orally in order that the readiness of his knowledge may be ascertained.

4355*c*. In no case will the rating of turret captain, first class, or acting appointment as chief turret captain be given unless the examination of the candidate shows that he is not only thoroughly familiar with the safety precautions to be observed in the service of the guns and the method of procedure in the case of a failure to fire, but also that he has been sufficiently drilled to make instant application of his knowledge, and that he is competent to take full charge of the turret at target practice or in action, in the absence of the turret officer.

4355*d*. Turret captains, first class, may be given the rating of chief turret captain only after passing a satisfactory examination of the same character as for turret captain, first class, but of a more advanced nature.

4356. **Quartermasters (general).**—Quartermasters (general) must show a thorough knowledge in the following subjects:

(*q*–1) General duties of the rating; the log and the entries therein; the necessity for keeping a bright lookout for signals, boats approaching and their passengers, movements of ships, any unusual occurrence; hailing boats at night; the necessity for keeping a bright lookout at all times. General duties of the officer of the deck, sufficient to make the quartermaster a good assistant to that officer.

(*q*–2) Weather and storms. Storm signals.

(*q*–3) Flags, signals (thorough), and ceremonies.

(*q*–4) Chronometers and the duty of a quartermaster in connection therewith. Barometer.

(*q*–5) Use of drift lead; sounding machines.

(*q*–6) Ability to con and to instruct seamen at the wheel.

4356*a*. Chief quartermasters (general) must have the following qualifications:

(Q–1) Sufficient knowledge of the general and routine duties of the navigator to enable the quartermaster to be a good assistant to that officer.

(Q–2) A thorough and accurate knowledge of all the subjects herein prescribed for the rating of quartermaster.

(Q–3) A thorough knowledge of every system of signaling used in the service.

(Q–4) In general, the duties of the officer of the deck.

4357. **Quartermasters (signal).**—In rating men for the signal branch, commanding officers and examining boards should keep in mind the duty to be performed by these men, particularly under war conditions when a fleet in the vicinity of the enemy can not use radio without betraying its presence and all orders will have to be given by visual signals.

4357*a*. A quartermaster (signal), third class, shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) Have executive ability commensurate with his probable duties.

(*c*) At least nine months' service on the signal bridge of a seagoing ship.

(*d*) Be familiar with all national ensigns and the personal flags of flag officers of the principal maritime nations, and with those of the members of the United States Cabinet and general officers of the United States Army.

(*e*) Be able to use a stadimeter and operate and read a range finder.

(*f*) A thorough knowledge of Q–1, Q–2, and Q–3, Bluejacket's Manual.

(*g*) Be able to make or repair any flag used on the signal bridge.

(*h*) Know all the definitions which apply to tactical formations and maneuvers, such as "distance," "interval," "column," "column open order," "standard speed," "full speed," "standard half rudder," etc.

(*i*) A general knowledge of simple direct current circuits, and the elementary principles involved therein.

(*j*) Be able to send and receive accurately dot and dash code at the rate of at least 16 words per minute, and semaphore code at the rate of 25 words per minute.

(*k*) A general knowledge of chapter 24, Navy Regulations, and chapter 16, Naval Instructions.

(*l*) Be thoroughly familiar with the "Rules of the Road."

(*m*) Be thoroughly familiar with all instruments used on the signal bridge.

4357*b*. A quartermaster (signal), second class, shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) Executive ability commensurate with probable duties.

(*c*) At least 18 months' service on the signal bridge of a seagoing ship.

(*d*) A general knowledge of all electrical instruments used on the bridge for signaling purposes, the general principles under which they operate, together with the ability to detect and repair usual casualties.

(*e*) Be familiar with the principles upon which telescopes and binoculars are constructed and how to care for them.

(*g*) Know the difference between code and cipher and the usual methods employed.

4357*c*. A quartermaster (signal), first class, shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) Have marked executive ability commensurate with probable duties.

(*c*) Served at least two years on the signal bridge of a sea-going ship.

(*d*) Be familiar with Parts I, II, and III, that is Organizations, Battle Drills and Emergency Drills, Ship and Gun Drill Book, 1914.

(*e*) Be familiar with the nomenclature of charts and navigational publications and the methods of indexing and stowing them.

4357*d*. A chief quartermaster (signal), shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) Executive ability in a marked degree—to enable him to take charge, organize, instruct and superintend the operations of the signal squad of a battleship.

(*c*) To have served at least one previous enlistment and have served at least two years on the signal bridge of a seagoing ship.

(*d*) Be thoroughly familiar with Chapter 24, Navy Regulations, and Chapter 16, Naval Instructions.

(*e*) Be familiar with the General Storekeeper system in order to care and account for stores issued to his department.

(f) Be familiar with charts and other navigational publications, and to be able to correct them from instructions contained in "Notices to Mariners."

(*g*) He should be thoroughly familiar with all instruments issued to his department and with the measures necessary for their care and preservation. This applies most particularly to searchlights, telescopes, stadimeters, blinker tubes, etc.

4360. **Qualifications for rated men in the artificer branch.**—The same provisions govern the qualifications for petty officers and chief petty officers of the artificer branch as are found in paragraphs 4350, 4350*a*, and 4350*b*, of these instructions, except that men are not required to have a knowledge of subjects S–1 to S–11, inclusive. In all cases where no special qualifications are given herein, men will be examined in accordance with a plan similar to that outlined for rated men of the seamen branch. Questions will be prepared on each ship peculiar to the department to which the men to be examined are attached, which will determine whether or not such men are entirely familiar with the duties of the next higher rating and qualified for advancement.

4361. **Special mechanics.**—Special mechanics are authorized in order to provide a few experts for repair ships and tenders. Men may not be given this rating without special authority from the Bureau of Navigation.

4362. **Electricians (general).**—Electricians (general), third class, in order to be rated electricians (general), second class, must be qualified to stand watch in charge of a dynamo room.

4362*a*. Electricians (general), second class, to be eligible for promotion to electrician (general), first class, must be well grounded in and possess considerable skill in the care and use of all electrical apparatus on board ship.

4362*b*. Chief electricians (general) must have a practical knowledge of the construction, care, and method of operation of all electrical appliances of whatever nature installed on vessels of war; the ability to assemble and disassemble them, and to make repairs within the scope of the ship's force; to care for and maintain in an efficient operative condition all storage batteries and electrical machinery and appliances; to prevent unnecessary deterioration and to conduct such tests as may be prescribed, with a thorough knowledge of the testing apparatus supplied for this purpose; a knowledge of the technical nomenclature adopted to describe and identify all electrical material furnished to ships; with such educational qualifications as may be necessary to keep a record of stores and prepare such reports as may be required.

4362*c*. When an electrician (general) has not elected radio work, but is a radio operator, note shall be made of such fact in red ink on his record. Special report shall be made to the bureau of the assignment to the radio branch under article 4133, Naval Instructions, in every case.

4363. **Electricians (radio).**—Any man in a lower rating on board ship who shows aptitude for the duties of electrician (radio) may be detailed for such duty irrespective of complement, and, after showing proficiency for such duties, if his conduct has been satisfactory, may be given the rating of electrician (radio), third class.

4363*a*. Men who enlist as apprentice seamen for electrician (radio), third class, and upon examination have demonstrated their ability to send and receive 20 words per minute in the Continental Code or 25 words in the American Morse Code may have their ratings changed to electrician (radio), third class, after arriving at a training station.

4363*b*. Electricians (radio), third class, may be rated second class, irrespective of complement, provided they have a final mark in proficiency of at least 3, and their conduct in all respects has been satisfactory. In order to obtain a mark of 3 in proficiency in rating, they must have demonstrated their entire fitness to take a watch in the radio room and must be capable of sending or receiving through interference, per minute, 20 words of an average of five letters each in the Continental Morse Code.

4363*c*. Electricians (radio), second class, may be advanced to the next higher grade if possessed of a considerable knowledge and acquaintance with the radio plant and is qualified as above to send or receive per minute, 25 words in Continental Morse Code and 20 words in American Morse, and their conduct has been satisfactory in all respects. They must be able to send and receive messages with the American Morse telegraphic key.

4363*d*. To be advanced to the rating of chief electrician (radio), electricians, first-class, must have not less than 3 in proficiency during the year preceding the promotion to chief electrician (radio) and their conduct must have been satisfactory in all respects. They must have an expert knowledge of all matters pertaining to the radio plant, together with the qualifications of an expert operator. Twenty-seven words per minute in both codes is required. They must be expert operators through interference in both Continental and Morse codes and they must be able to send messages by telegraph key in the American Morse code. No man shall be advanced to the rating of chief electrician (radio) until he has been examined by a board of three officers, at least one (and if practicable all) of whom shall be a communication officer.

4364. **Carpenter's mates.**—Chief carpenter's mates must be able to read and write English and have some knowledge of arithmetic; have had previous naval service of not less than four years, or have completed one minority enlistment; must be excellent mechanics, thoroughly familiar with all working repairs generally required on board ship; be able to properly handle all tools required in this work and be fairly well acquainted with ship construction; have sufficient knowledge of the pumping and drainage systems to be able to pump out compartments; must have a fair knowledge of the steam steering engine and be thoroughly familiar with the capstan, windlass, and deck winches, and be able to operate them; must know what valves to close when the dry dock is being flooded preparatory to a vessel being taken out; must be well posted on the care of air ports, manholes, battle hatches, and water-tight doors; and have sufficient knowledge of stores to enable him to exercise full care of them.

4365. **Plumber and fitter.**—The rating of plumber and fitter will be abolished and hereafter no men will be given this rating.

4370. **Qualifications for rated men in the artificer branch, engine room force.**—The same provisions govern the qualifications for petty officers and chief petty officers of the artificer branch, engine-room force, as are found in paragraphs 4350, 4350*a*, and 4350*b* of these instructions, except that men are not required to have a knowledge of subjects S-1 to S-11, inclusive. In all cases where no special qualifications are given herein, they will be examined in accordance with a plan similar to that outlined for rated men of the seaman branch. Questions will be prepared on each ship peculiar to the department to which the men are attached, which will determine whether or not the men are entirely familiar with the duties of the next higher rating and qualified for advancement.

4371. **Oilers.**—Special endeavor should be made to qualify all enlisted men now holding the present rating of oiler as engineman, second class, in accordance with the provisions of these instructions. Hereafter no further advance-

ments or enlistments will be made in the rating of oiler except the reenlistments under continuous service of men discharged in that rating.

4372. **Enginemen.**—An engineman, second class, must possess the following qualifications:

(*a*) Have a thorough knowledge of the lubricating oil system, and of oiling by "gravity" and "forced lubrication."

(*b*) Have a general knowledge of the main engines, boilers, evaporators, etc., and their operation, and a detailed knowledge of the auxiliary machinery, how to start, stop, and secure.

(*c*) Have sufficient mechanical aptitude and experience to be of use as a helper in the overhaul and repair of all machinery in the engineer department.

(*d*) Be familiar with the steam log and capable of making entries therein.

(*e*) Have some knowledge of the functions and operation of the drainage system.

(*f*) Have some knowledge of the feeding of a steaming boiler and of tending water.

(*g*) Have some knowledge of the operation of the ventilation, forced draft, fire extinguisher systems, and of all safety devices.

4372*a*. An engineman, first class, must possess the following qualifications:

(*a*) Have a general knowledge of main engines, turbines, and reciprocating, and a thorough knowledge of their operation and care. Have a thorough knowledge of lubricating oil systems.

(*b*) Be capable of standing throttle watch or taking charge of an engine-room watch.

(*c*) Understand thoroughly the procedure in warming up and securing the main engines, in making preparations for getting underway, and the procedures in the event of casualties.

(*d*) Have a detailed knowledge of all auxiliary machinery and its operation, and be capable of making all routine examinations and overhauls, and ordinary repairs.

(*e*) Be able to assist in making all ordinary repairs, routine examinations, and overhaul of main engines, including the fitting and adjustment of bearings, lining up engines, grinding in valves, making joints in pipe lines, etc.

(*f*) Be able to make all entries in steam log.

(*g*) Have a thorough knowledge of the drainage system and its operation.

(*h*) Have a thorough knowledge of the ventilation and fire extinguisher systems and all safety devices.

(*i*) Understand the methods of keeping the double bottoms, bilges, and bulkheads clean and free from corrosion.

(*j*) Be familiar with all safety precautions.

4373. **Molders.**—All blacksmiths (molder) should be rated molders, second class. If he is a qualified molder he may be promoted to molder, first class, after passing the required examination.

4374. **Water tenders.**—Water tenders must have the following qualifications:

(*a*) Have a general knowledge of boilers and a thorough knowledge of their operation and care.

(*b*) Understand thoroughly the feeding of a boiler, where the water level ought to be and the different methods of telling where the water level is; understand the construction of water columns and how to blow them through and to replace a gauge glass; know how to use the test cocks.

(*c*) Know how to give a boiler a surface and bottom blow. Be able to empty a boiler, clean, and overhaul it—this to include the ordinary overhaul of all boiler fittings, and such ordinary repairs as renewing a tube, calking a leaking seam, building a bridge wall, etc. Be able to repack stuffing boxes, grind in valves, and remake joints in pipe lines.

(*d*) Have a detailed knowledge of the auxiliary machinery in the firerooms and its operation, and be capable of making the routine examinations and overhaul, and ordinary repairs.

(*e*) Understand thoroughly the economical firing of a furnace with coal or oil.

(*f*) Understand thoroughly the procedure in raising steam in and securing a boiler, and the procedure in the event of casualties.

(*g*) Be familiar with all safety precautions.

(*h*) Be able to read and understand all instruments used in the operation of the boiler plant, including the analysis of flue gases and boiler water.

(*i*) Be able to make entries in the steam log.

(*j*) Have a thorough knowledge of the drainage system and its operation.

(*k*) Have a thorough knowledge of the ventilating, forced draft, and fire extinguisher systems, and of all safety devices.

(*l*) Understand the methods of keeping the double bottoms, bilges, and bulkheads clean and free from corrosion.

4374a. Chief water tenders must have the following qualifications:

(*a*) Be first-class water tenders.

(*b*) Understand the construction of Scotch and water-tube boilers used in the Navy, be familiar with all their fittings and the repair thereof.

(*c*) Understand thoroughly the economical firing of furnaces with coal or oil.

(*d*) Understand thoroughly the feeding of a boiler, where the water level ought to be, and the different ways of telling where the water level is.

(*e*) Understand the ordinary kinds of feed pumps, know how to overhaul them, know where to look for trouble if feed pumps fail to function, and how to overcome it, understand the construction of a feed check valve, know how to tell when it is working, and be able to grind a valve tight.

(*f*) Be able to remake a joint in a pipe line, remove and replace pipe covering.

(*g*) Understand the construction of water columns, know how to blow them through; replace a broken gauge glass; be familiar with the automatic valves for gauge glasses in common use.

(*h*) Know what the test cocks are for and how to keep them tight.

(*i*) Know how to empty a boiler, open it, scale, and clean it, and be able to make ordinary repairs, such as cutting out and replacing a tube and rolling it, replacing a leaky stay bolt, calk a leaky rivet or seam.

(*j*) Be able to rebuild a bridge wall or grate.

(*k*) Be familiar with the operation and ordinary repairing of ash-hoist engines; pack stuffing boxes, grind valves, etc.

(*l*) Understand both closed fireroom and closed ash-pit system of forced draft and the operation of blower engines.

(*m*) Understand the operation of appliances for circulating water when getting up steam, know how to fill a boiler, make the manhole joints and close it up, prime the furnaces, and get up steam.

(*n*) Be familiar with the several forms of feed tanks and the float valves used in them, and be able to clean and care for one.

(*o*) Be familiar with several kinds of filtering material and its use.

(*p*) Know how to keep a fireroom and bilges clean, how to care for the bulkheads, angle irons, etc., in the bilge.

(*q*) Understand the usual way of draining a fireroom and clearing it of water, and understand water-tight doors and how to keep them tight.

(*r*) Be able to find the density of the boiler water with the hydrometer, and to test the water for acidity with litmus paper.

(*s*) Must understand the construction and operation of an evaporator and the operation of the evaporating and distilling plant, cleaning and scaling of evaporators, etc.

(*t*) Must understand how to stow a bunker, clean and scale it, and know the operation of the ventilating, fire-extinguishing, and fire-alarm devices installed.

(*u*) Be able to tell when a boiler is priming and what to do to stop it; know what to do when a gauge glass bursts, and also in case of low water.

(*v*) Be familiar with the use of fuel oil on shipboard and the safety precautions relating thereto.

(*w*) Pass an examination for eyesight and have not less than 12/20, in each eye.

4375. **Boilermakers.**—Boilermakers should be advanced through the rating of water tender.

4380. **Qualifications for rated men in the special branch.**—The same provisions govern the qualifications for petty officers and chief petty officers of the special branch as are found in paragraphs 4350, 4350*a*, and 4350*b* of these instructions, except that men are not required to have a knowledge of subjects S-1 to S-11, inclusive. In all cases where no special qualifications are given herein, men will be examined in accordance with a plan similar to that outlined for rated men of the seamen branch. Questions will be prepared on each ship peculiar to the department to which the men are attached, which will determine whether or not the men are entirely familiar with the duties of the next higher rating and qualified for advancement.

4381. **Yeomen.**—A yeoman (other than pay yeoman) must show a thorough knowledge of the following subjects:

(Y-1) Navy regulations in regard to rating, disrating, transfer, enlistment, service records.

(Y-2) Correspondence.

(Y-3) Expert in the Navy Regulations. General orders and circulars.

4381*a*. Chief yeomen must be typists and good, accurate copyists; must be familiar with the handling of correspondence, the regulations governing it, and with the regulations relating to enlistments, discharges, transfers, promotions, etc.; must also be sufficiently familiar with bookkeeping to be able to keep a record of stores, etc., prepare requisitions, and be familiar with kinds of stores of the various departments, their handling and stowing. In the selection of chief yeomen, other qualifications being equal, preference shall be given to men who have a working knowledge of stenography.

4382. **Bandmasters.**—Bandmasters must be competent musicians as well as leaders and be able to arrange scores for the various instruments of the band.

4383. **Pharmacist's mates.**—A hospital apprentice, first class, who has served satisfactorily in all respects for a period of not less than three months and has an average mark of not less than 2.5 in proficiency in rating and 4 in sobriety and has a record clear of infractions of discipline for the previous six months will be considered eligible for examination for promotion to pharmacist's mate, third class. The examination will be conducted before a board of not less than one medical officer and a pharmacist or two medical officers. Candidates will be examined to determine their knowledge of the following subjects:

(*a*), (*b*) } Paragraph 4331.

(*c*), (*d*) } Paragraph 4332.

(*e*) Nursing and materia medica, practical and theoretical, including ward management, beds and bed making, baths, treatment other than by mouth, external applications, temperature, pulse, respiration, symptoms, and clinical records, names and uses of instruments and appliances, medical and surgical nursing, including preparation of patient for operation; therapeutic classification of drugs of the United States Pharmacopœia, their common, botanical, and official names, parts used, doses and active principles, toxic doses, poisonous symptoms, and antidotes.

(*f*) Elementary hygiene and sanitation (general and field); water, air ventilation, heating and lighting of wards, etc.; disposal of wastes, disinfection and disinfectants, sterilization, handling of infectious diseases and prevention of disease, practical duty in the field.

A mark of not less than 2 in any one subject and a general average of at least 3 is required. Form N. M. S. H. C. 1, properly marked, will be submitted to the Bureau of Medicine and Surgery.

4383*a*. Pharmacist's mates, third class, who have served satisfactorily in all respects for a period of not less than six months in their present rating, received an average mark of not less than 3 in proficiency in rating and 4 in sobriety, and have a record clear of infractions of discipline for the previous six months are eligible for examination for promotion to pharmacist's mate, second class. The examination will be conducted before a board of not less than one medical officer and a pharmacist or two medical officers. Candidates will be examined to determine their knowledge of the following subjects:

(*a*) (*b*) } Paragraph 4331.
(*c*) (*d*) } Paragraph 4332.
(*e*) (*f*) } Paragraph 4383.

(*g*) Diets and messing for the sick: Classes of food, various classes of diet, diet for special diseases, obtaining and preparation of food, proper service of diets and patients.

(*h*) Clerical procedures and forms: Knowledge and preparation of bureau forms, typewriting, and ability to formulate tables and charts.

(*i*) Pharmacy and chemistry: Various pharmaceutical processes employed in the manufacture of official preparations, relative proportions of the more important drugs entering into their composition, weights and measures, specific gravity, etc.; compatibilities; chemical symbols; the formulæ of the more important chemicals, with tests for identity and the reactions produced by their combination.

A mark of not less than 2.5 in any one subject and a general average of not less than 3 is required. The following forms are required to be submitted to the Bureau of Medicine and Surgery:

(*a*) N. M. S. H. C. 1.
(*b*) N. M. S. H. C. 5.

4383*b*. Pharmacist's mates, second class, who have served satisfactorily in all respects in their present rating for a period of not less than nine months, and received an average mark of not less than 3 in proficiency in rating and obedience, and 4 in sobriety, and have a record clear of infractions of discipline for the past year, may be examined for pharmacist's mate, first class. Examinations will be conducted by a board of two medical officers and a pharmacist, or before a board of three medical officers, at last one of whom has had two years' service in the Navy. If practicable, this board will be detailed from a station or ship other than that upon which the candidate is serving. Candidates will be examined to determine their knowledge of the following subjects:

(*a*) (*b*) } Paragraph 4331.
(*c*) (*d*) } Paragraph 4332.
(*e*) (*f*) } Paragraph 4383.
(*g*) (*h*) (*i*) } Paragraph 4383*a*.

(*j*) Sick-bay and ward duties, and management; care of property and records; systematic routine and duties in the care of the patient and the ward itself; systematic detail of hospital corpsmen and assistants to their duties; care of the storerooms and dispensary, proper stowage and safeguarding of property; systematic methods in keeping track of and safeguarding records, etc.

(*k*) Practical work in all subjects.

A mark of not less than 2.5 in any one subject and a general average of at least 3 is required. The following forms will be submitted to the Bureau of Medicine and Surgery:

(*a*) N. M. S. H. C. 1.
(*b*) N. M. S. H. C. 5.
(*c*) The candidate's written questions and answers, properly marked.
(*d*) A specimen of, and a statement as to proficiency in typewriting.
(*e*) N. Nav. Form 21, transcript of service record.

4383*c*. Pharmacist's mates, first class, must serve in that rating for at least 12 months before they are eligible for advancement to chief pharmacist's mate (acting appointment). Candidates for chief pharmacist's mate (acting appointment) will be examined by a board of two medical officers and a pharmacist, or by a board of three medical officers, at least one of whom has had two years' service in the Navy. If possible one should hold the rank of lieutenant commander, United States Navy. If practicable, this board will be detailed from a ship or station other than that upon which the candidate is serving. The examination in all cases will be practical, oral, and written. Candidates will be examined to determine their knowledge of the following subjects:

(*a*), (*b*) } Paragraph 4331.
(*c*), (*d*) } Paragraph 4332.
(*e*), (*f*) } Paragraph 4383.
(*g*), (*h*), (*i*) } Paragraph 4383*a*.

(*j*) Typewriting. (From a printed page of the United States Navy Regulations—15 words per minute, correctly copied, will be considered as deserving a passing mark.)

(*l*) Administration: Administration and internal organization of naval hospitals according to regulations, instructions, and the Manual for the Medical Department. Hospital supplies and property accountability; preparation of requisitions, vouchers, invoices, medical service outfits, supplies; transfer of stores. Commissary supervision; measures to be taken for the purchase, inspection, and disposition of all stores and equipment of the commissary department; preparation of bills of fare, foods, special diets; management of storerooms, pantries, kitchens, and mess halls. Clerical duties; supervision of general correspondence, preparation of official, unofficial and other letters; endorsements, reports and returns; care of records and use of the blank forms of the Medical Department. Chief-petty-officer-like qualities—determined by the candidate's general appearance, alertness, executive ability, and ability to handle men.

(*m*) Practical work in all subjects. A mark of not less than 2.5 in any one subject and a general average of at least 3.2 is required. The same forms will be submitted to the Bureau of Medicine and Surgery as are required for the examination for advancement to pharmacist's mate, first class.

4380. **Qualifications for rated men in the commissary branch.**—The same provisions govern the qualifications for petty officers and chief petty officers of the commissary branch as are found in paragraphs 4350, 4350*a* and 4350*b* of these instructions, except that men are not required to have a knowledge of subjects S–1 to S–11 inclusive. In all cases where no special qualifications are given herein, they will be examined in accordance with a plan similar to that outlined for rated men of the seaman branch. Questions will be prepared on each ship peculiar to the department to which the men are attached, which will determine whether or not the men are entirely familiar with the duties of the next higher rating, and qualified for advancement.

4391. **Commissary stewards.**—Commissary stewards must have had experience in catering for enlisted men, be fully competent to make up a good bill of fare, showing frequent variations from time to time within the scope of the Navy ration, and should demonstrate their aptitude for the work. They must be thoroughly familiar with the duties of the commissary steward, including the following:

(*a*) The regulations on the subject of the general mess.

(*b*) The proper manner of keeping an accurate record of all transactions connected with the general mess.

(*c*) The correct quantities of various ingredients to be served out for the subsistence of a given number of men.

(*d*) The cooking and preparation of food in the galley.

(*e*) Baking.

SPECIAL QUALIFICATIONS FOR ADVANCEMENT IN AVIATION RATINGS.

4400. **General remarks.**—In addition to the subjects which all men in the service should know, men performing strictly aviation duties will be examined in accordance with a plan similar to that outlined for men of similar general service ratings. They should have the same thorough knowledge of the duties and responsibilities of petty officers and chief petty officers, depending upon the ratings for which they are examined. Questions will be prepared at each station peculiar to the branch to which the men are attached, which will determine whether or not they are entirely familiar with the duties of the next higher rating, and qualified for advancement.

QUALIFICATIONS FOR APPOINTMENT TO SPECIAL DETAILS.

4500. **Chief petty officer instructors.**—Chief petty officers to be eligible for detail as instructors of apprentice seamen at naval stations entitling them to the benefits of Article 4427 (26), Navy Regulations, in addition to being citizens of the United States and serving under continuous service, must be not more than 45 years of age at time of detail; exception can be made in the case of men who reach this age while so detailed and upon recommendation to the bureau; must be military in bearing and deportment, correct in dress, and neat in personal appearance, of good judgment and tact in handling recruits, and shall have served at least three months' probationary service at the station as instructor of apprentice seamen.

4501. A chief petty officer fulfilling the above conditions who embodies in himself the qualities of the highest type of enlisted man, viz, devotion to duty, energy, zeal, and intelligence, may be recommended for the detail. If so recommended, he will be examined by a board of three line officers appointed by the commandant or commanding officer of the station. Such boards, in addition to satisfying themselves that each candidate fulfills the above requirements, will examine him orally and practically in—

(*a*) Seamanship:

(1) Practical work in the sail loft with palm and needle.

(2) Practical work in rigging loft; knotting and splicing, including splicing of wire rope, hitches, bends, strapping blocks, etc.

(3) Practical handling of boats under oars and sails, running and making fast lines, moorings, etc.

(*b*) Ordnance:

(1) Practical knowledge of the manual "Landing Force and Small-Arms Instructions."

(2) Assembling and drilling under arms a company of Infantry and two pieces of artillery.

(3) Thorough knowledge of service arms.

(4) Thorough knowledge of instructions governing the small-arms target ranges and galleries.

(5) Thorough practical knowledge of sight setting and ability to instruct in small-arms markmanship.

(*c*) Signals: The examination must show a thorough knowledge of all systems of signaling used in the service, day and night.

(*d*) First aid: The examination must show a thorough knowledge of the requirements in first aid to the wounded.

4502. Chief water tenders may be detailed for duty as instructors of apprentice seamen for firemen, third class.

4503. An applicant who has passed a satisfactory examination in accordance with the foregoing provisions may be given an appointment signed by the commandant or commanding officer of the station, such appointment to continue in force for one year from date, unless revoked for cause or by reason of transfer from the station. Commandants or commanding officers of stations will notify the bureau on Form N. Nav. 21 when a chief petty officer has been detailed as an instructor, entitling him to the benefits of article 4427 (26), Navy Regulations. The bureau also will be informed when such a detail is canceled.

4510. **Men qualified for submarine work.**—Men to be eligible for recommendation by their commanding officers as "qualified for submarine torpedo-boat work," entitling them to the benefits of article 4427 (11), Navy Regulations, must have had at least six months' service in submarine torpedo boats; must be familiar with the operation and care of air, water, and ventilating systems, ballast tanks, midship auxiliary, and adjusting tanks; must know all valves, piping, and its leads, and be able to start and stop all machinery in the boats on which they are serving.

4511. In addition the following will be required of men in the various ratings:

(*a*) Gunners' mates: Thorough familiarity with the operation of the torpedo outfit, tube and loading apparatus, and ability to overhaul all parts; thorough familiarity with the adjustment and handling of torpedoes; must be good steersmen and signalmen.

(*b*) Electricians: Full knowledge of care, operation, and preservation of storage batteries, switchboards, and all electrical machinery and fittings in the boats on which they are serving.

(*c*) Machinist's mates: Ability to operate, overhaul, and repair all machinery (other than electric) in the boats on which they are serving.

4512. Service on a submarine torpedo boat shall be counted as sea service for all purposes.

4520. **Navy mail clerks.**—Navy mail clerks are designated by the Post Office Department on the recommendation of the Navy Department. When Navy mail clerks are changed, recommendation will be made to the Bureau of Navigation by the commanding officer in accordance with the following provisions:

(*a*) A Navy mail clerk or assistant should begin his duties on the effective date named in the commanding officer's letter of recommendation to this bureau. Do not wait for the letter of designation from the Post Office Department. Upon receipt of the letter of designation from the Post Office Department, a Navy mail clerk or assistant should execute and forward the required oath and bond immediately. The man recommended shall receive no pay until he has received the letter of designation from the Post Office Department, and has properly executed the oath of office which appears on the back of the bond furnished him for execution as Navy mail clerk or assistant; but his pay shall date from the time his appointment is effective. The execution of the bond is an administrative measure for the protection of the Government's interests, and it has no bearing on the pay of the appointee. The execution of the oath is prerequisite to proper qualification for the position. The execution of the oath, however, may take place subsequent to the commencement of his duties, but it must occur before the termination of service as Navy mail clerk.

(*b*) When a man is recommended to the bureau for appointment as Navy mail clerk or assistant, the bureau should be informed of the exact date on which it is desired to have the appointee begin his duties. The recommendation of the commanding officer should not be made to take effect on some prior date, but may be made to take effect on some subsequent date, as in the case of a Navy mail clerk whose enlistment is about to expire and whose services are desired as Navy mail clerk upon reenlistment. No man should be recommended to the bureau for appointment as Navy mail clerk or assistant who has less than one year to serve on his current enlistment from the time he will begin this duty, as such men will not be recommended to the Post Office Department by the Navy Department for designation. When the appointment of a Navy mail clerk or assistant is revoked, this bureau should be informed at once of the exact date of the revocation of such appointment. When men are transferred, desert, die, are discharged, or prove untrustworthy, their appointments must be revoked and the bureau informed. When a vessel goes out of commission, the bureau should be informed at once that the Navy mail clerk's appointment has been revoked and the date of such revocation. In all cases the bureau should be informed promptly of the exact date on which the duties of a Navy mail clerk or assistant begin or end.

4521. One Navy mail clerk and one assistant mail clerk will be allowed in excess of complement on receiving ships, on all vessels of the Navy and in expeditionary forces of the Navy or Marine Corps serving ashore, having a complement of 650 or more officers and men. One Navy mail clerk will be allowed in excess of complement on all vessels of the Navy having a complement of more than 34 and less than 650 officers and men, except station tugs and barges, and for all Navy and Marine Corps detachments serving ashore as mentioned above having a complement of more than 124 and less than 650 officers and men.

4522. Mail clerks and assistant mail clerks mentioned above must be of ratings other than the following: Chief petty officers, yeomen, hospital corpsmen (except as noted below) or electricians (radio). No men shall be recommended for appointment as Navy mail clerk or assistant mail clerk whose other duties do not permit them to give prompt attention to all matters in connection with the mail service and whose characters are not known to be trustworthy. On hospital ships and at naval hospitals, hospital corpsmen may be recommended for appointment as Navy mail clerks.

4523. When vessels having money-order service are placed in reserve status, the money-order service shall be discontinued at once and the Bureau of Navigation so informed. When complement or status of vessel having assistant Navy mail clerk is so changed that assistant Navy mail clerk is no longer allowed, the appointment of the assistant shall be revoked at once and the bureau so informed. When vessels are placed out of commission, the registry records used by Navy mail clerks should be sent to the office of the Third Assistant Postmaster General. New ships and ships not previously fitted must have suitable arrangements installed before Navy mail clerks are permitted to begin their duties.

4530. **Gun captains.**—Enlisted men of the Navy who are regularly detailed by the commanding officer of a vessel as gun captains at guns of 3-inch caliber and above, shall receive, in addition to the pay of their respective ratings, $5 per month. In the case of men holding certificates of graduation from the gun-captain class of the petty officer's school, this $5 shall include the $2 per month to which such certificate entitled them.

4531. No man shall be regularly detailed as gun captain in the above sense (that is, with extra pay) unless he has been examined and recommended by a board of three gunnery or division officers (exclusive of his own division officer, if practicable) appointed by the commanding officer to determine his fitness for the position. But the above shall not be construed as preventing the detail of any desirable member of a gun crew as acting gun captain, though such detail shall carry with it no extra pay. Such details are necessary in order

that, prior to their examination, candidates may have had actual experience in their duties in this capacity.

4532. In order that a gun captain may draw his extra pay, a man who has been recommended by a board, as above described, must be regularly detailed as captain of some individual gun of a caliber not less than 3-inch. If however, the arrangement of the ship's battery is such as to render necessary the detail of one gun captain to a group of such guns, as, for example, when a number of guns are more or less isolated and require a responsible person in charge, a regular gun captain may be detailed as gun captain of the group of guns, permitting an acting gun captain to relieve him at his own gun. In no case will the number of men on board who draw extra pay as gun captain exceed the number of guns above described on that vessel.

4533. Gun captains must show a thorough knowledge of the following subjects:

(A) Ability to station and drill the gun crew.

(B) Safety precautions to be observed in the service of the gun and of the method of procedure in case of a failure to fire.

(C) Ability to bore sight the gun and adjust the telescope.

(D) Familiarity with the telescope sights of the gun, including their care, the precautions to be observed in their use, and their most probable derangements.

(E) Ability to shift and adjust the gas-check pad and breech mechanism.

(F) A practical understanding of the general terms used in ordnance and gunnery.

(G) A thorough familiarity with the mount, and ability to adjust such parts as require adjusting from time to time.

(H) How properly to direct the changes to be made in the range and lateral compensation in order to make hits again after shots have begun to fall off the target.

(I) The firing circuit, with ability to detect and remedy local defects.

(J) Methods of receiving ranges and battle orders.

(K) Ability to rig and adjust Morris tube, dotter, and subcaliber apparatus, and superintend the training at them.

(L) General knowledge of fire-control instruments at his gun, including care, operation, and alignment of instruments.

4534. Below is shown the required form for examination of a man for gun captain. No other report is required. These reports will be sent by the senior member of the board to the commanding officer o fthe ship to which the candidate belongs. The report will then be filed with the man's service record.

REPORT OF EXAMINATION FOR GUN CAPTAIN, HEAVY OR INTERMEDIATE GUN.

Candidate's name_____
Attached to U. S. S_____
Date of examination_____

[Scale of marks: 4, excellent; 3.5, very good; 3, good; 2.5, passing; 1.5, fair; 1, indifferent; 0, bad.]

Subject.	Marks.	Subject.	Marks.	Subject.	Marks.
A.....	.....	E.....	.....	I.....	.....
B.....	.....	F.....	.....	J.....	.....
C.....	.....	G.....	.....	K.....	.....
D.....	.....	H.....	.....	L.....	.....

We certify that we deem the candidate {not to / to} be qualified for the duties of a gun captain.

---,
---,
---,
(Signatures and ranks of members of the board.)

4540. **Seamen signalmen.**—A signalman, third class, shall have the following qualifications:

(*a*) A grammar-school education; be able to write a clear legible hand and be above the average in spelling.

(*b*) Have a thorough knowledge of subjects A to N inclusive, and Z of the Bluejacket's Manual.

(*c*) Have a general knowledge of subjects O to Y inclusive, Bluejacket's Manual.

(*d*) Be able to send and receive accurately Continental Morse code at rate of at least 8 words per minute, and semaphore code at rate of 12 words per minute.

(*e*) Be able to adjust and operate searchlight.

(*f*) Be familiar with signal bridge procedure for "man overboard" and "breakdown."

4541. A signalman, second class, shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) At least three months' service on bridge of a sea-going ship.

(*c*) A thorough knowledge of subjects S–6 and S–11, Bluejacket's Manual.

(*d*) A general knowledge of subjects S–1, S–2, S–3, and S–5, Bluejacket's Manual.

(*e*) Be able to take and read compass bearings.

(*f*) A thorough knowledge of Chapter VIII, Deck and Boat Book.

(*g*) Be able to send and receive accurately Continental Morse code at rate of at least 12 words per minute, and semaphore code at rate of at least 18 words per minute.

(*h*) Be familiar with organization of the force in which he is serving.

4542. A signalman, first class, shall have the following qualifications:

(*a*) Those required for all subordinate ratings in his branch.

(*b*) At least six months' service on the signal bridge of a sea-going ship.

(*c*) Have executive ability, sufficient to be able to take charge of the signal watch of a small ship.

(*d*) A thorough and detailed knowledge of the use of the Naval and International Signal Codes.

(*e*) Be familiar with running lights carried by all ships and with all fog signals.

(*f*) Be thoroughly familiar with Chapter IX, Deck and Boat Book; this includes storm signals, life saving signals, distress signals, etc., and with subjects S–7, S–8, and S–9, Bluejacket's Manual.

(*g*) Be familiar with the organization of the fleet in which he is serving.

(*h*) Be familiar with the rank designations on uniforms of officers of the United States Army and Navy.

(*i*) Be able to send and receive accurately Continental Morse code at the rate of at least 14 words per minute, and semaphore code at rate of 22 words per minute.

4543. All seamen signalmen are to be assigned to signal duties only and will remain permanently in this branch under the same conditions that electricians (radio) remain in the radio branch. In the case of seamen signalmen, their ratings shall be entered in their records and used in all official records and correspondence. Until further orders men may be rated in excess of complement and may be considered as available for transfer. In rating men for this

branch, commanding officers and examining boards should keep in mind the importance of duty to be performed by these men, particularly in war conditions when a fleet in the vicinity of the enemy can not use radio without betraying its presence so that all orders will have to be visual signals.

4550. **Listeners.**—Men must have the following qualifications to be assigned to duty as listeners:

(*a*) Thorough working knowledge of the theory of the various types of listening devices.

(*b*) Ability to adjust and prepare for use the various types of apparatus.

(*c*) Ability to take reliable sound bearings of all types of vessels without interference and to distinguish between the various types.

4551. Electricians (radio) who are qualified in their branch and in addition are qualified in accordance with above paragraph, and have been assigned to duty as listeners, may be advanced one rating, and may be further advanced one rating when they have had at least six months' sea service on vessels equipped with listening devices actively engaged in listening operations and have demonstrated reliability in taking accurate observations through all forms of interference. Men shall not be advanced beyond the rating of petty officer, first class, in accordance with the provisions of this paragraph.

CHAPTER VI.—APPOINTMENTS AND PROMOTIONS.

APPOINTMENTS TO THE NAVAL AND MILITARY ACADEMIES.

5000. **Appointments to the Military Academy.**—All enlisted men in the Navy or Marine Corps who receive nominations from Members of Congress as principals or alternates for appointment to the Military Academy, may, on their own application, be discharged in order to return to their homes and make special preparation at private schools for the entrance examination. Such discharges for enlisted men of the Navy will be by special order of the Secretary of the Navy, without refund.

5010. **Appointments to the Naval Academy.**—All enlisted men in the Navy or Marine Corps who receive nominations from Members of Congress as principals or alternates for appointment to the Naval Academy, may, on their own application be discharged in order to return to their homes and make special preparation at private schools for the entrance examination. Such discharges for enlisted men of the Navy will be by special order of the Secretary of the Navy, without refund. Those who do not desire to be discharged may be detailed to one of the special schools for instruction.

5011. The law authorizes the appointment to the Naval Academy each year of 100 midshipmen, to be selected as a result of the competitive examination given enlisted men of the regular Navy and Marine Corps, members of the Naval Reserve Force, and Marine Corps Reserve, on active duty. Candidates must be not over 20 years of age on April 1 and have been in the service at least one year by August 15 of the year of entrance. The mental and physical requirements for these candidates are the same as for other candidates for appointment as midshipmen. The examinations will be held in April of each year at the naval training stations, San Francisco, Calif., and Newport, R. I., on dates designated by the bureau.

5012. Men who desire to take the examination must have the following qualifications:

(*a*) Must have enlisted in the regular Navy or Marine Corps or in the Reserve of either branch of the service on or before August 15 of the year preceding the examination.

(*b*) Must be not less than 16 nor more than 20 years of age on April 1 of the year in which they take the examination.

(*c*) Must be citizens of the United States.

(*d*) Must be able to pass a rigid physical examination.

(*e*) Must have had two years in high school or equivalent education.

(*f*) Must be of officer calibre.

5013. Commanding officers of all ships and stations will ascertain the names of all enlisted men in their commands who are eligible and who desire to compete in the examinations. They will have each candidate given a preliminary physical and mental examination and none who is manifestly unfitted to be a competitor should be considered. The names of those selected will be

submitted to the Bureau of Navigation, in duplicate, on the following form, arranged in order of merit:

Name in full (surname first).	Rate.	Date enlisted.	Date and place of birth.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

The necessary steps should be taken by all those charged with the responsibility of selecting candidates to see that no eligible candidate is overlooked.

5014. On the receipt of the above-described list, which must be submitted prior to December 1 of each year, the bureau will direct to which school the candidates will be transferred. In case there is a possibility of any list not reaching the bureau from cruising ships or from stations without the continental limits of the United States by December 1, the list of names will be telegraphed to the bureau.

5015. To provide for intensive instruction of these candidates, special schools are established at the naval training stations, Newport, R. I., and San Francisco, Calif. The course of instruction will begin in January, on a date set by the bureau, and will continue until the date set for the beginning of the competitive examination. It is desired that as large a number of men as it may be possible to obtain under the law and the required mental and physical qualifications be selected. The course of instruction shall be such as to prepare each candidate for the entrance examination as described in the "Regulations Governing the Admission of Candidates into the United States Naval Academy as Midshipmen" and "Examination Papers." Copies of these pamphlets will be forwarded to the training stations concerned. Existing facilities and equipment should be utilized to the fullest possible extent. Textbooks not already available must be supplied by the students. On completion of the final competitive examinations, the completed examination papers will be forwarded by the commandants concerned direct to the superintendent, Naval Academy, Annapolis, Md., where the papers will be marked. Students under instruction will be kept under strict military discipline and required to observe the rules and regulations of the station, but all due consideration shall be given to the purpose for which they are detailed to this three months' special duty, and there shall be as little interference as possible with the schedule of school work.

PROMOTIONS.

5100. **When examinations are held.**—Examinations for promotion of enlisted men to warrant rank are held at irregular intervals at such times as may be most convenient for the bureau. Notifications are sent to all ships and stations by circular letter designating the officers who are authorized to convene boards, stating the times when these boards are to meet, and setting the dates when applications should reach the bureau.

5101. Whenever officers have been authorized to convene boards while on foreign stations under the provisions of the act of March 4, 1917, they will

convene such boards without further reference to the department, provided their authority still exists by virtue of their duty on such foreign station. Should this authority have been terminated by reason of relief from such foreign duty, the department will immediately be so notified and orders convening the necessary boards will then be issued.

5110. **Eligibility for examinations.**—Eligibility for this examination will be restricted to those who would appear to fill the requirements set forth in the Navy Regulations. For pharmacists, service with expeditionary forces overseas and service ashore on foreign stations will be considered as service on board cruising vessels.

5111. **Preliminary examinations and method of submitting applications.**—When examinations for any of the warrant grades are to be held, those desiring to compete in the examinations and who are qualified should submit their requests on Form N. Nav. 334. No waivers will be authorized and they should not be requested. Before forwarding the applications, commanding officers will, as far as practicable, determine by a board of officers the physical and professional fitness of candidates. In forwarding requests, submit a copy of the applicant's current service record (except when the applicant is a temporary officer), report of preliminary boards, together with a recommendation of the commanding officer under whom the applicant is serving as to whether or not he is qualified for the rank of warrant officer and worthy of such advancement. Great care should be exercised in giving such recommendations. No letters of recommendation from former officers under whom the candidate has served should be submitted unless specifically requested. A report of insobriety or unexcused absence over or without leave shall disqualify any man from appearing for warrant examination, for at least two years after date of such offense.

5112. The preliminary professional examination referred to above will be conducted with a view to ascertaining whether or not the candidate possesses the necessary qualification to become a thorough, practical warrant officer; and the board shall be guided by requirements which appear under headings of practical examinations following.

5113. When the bureau receives applications for examination in the form prescribed below, each candidate's entire service record is examined, and only men whose records would indicate that they possess the necessary qualifications, will be permitted to appear for examination.

5114. Examinations previously taken, as a result of which the candidate was appointed to temporary warrant rank, can not be accepted as the preliminary examination required. All candidates must pass this preliminary examination and report must be forwarded on Form N. Nav. 334 with their applications. Transcript of current service record will not be required where the record itself has been forwarded to the bureau subsequent to the man's acceptance of a temporary appointment as warrant officer.

5120. No application should be forwarded until a notice of the date of an examination has been received, or when otherwise directed by the bureau. Commanding officers will see that the applications of candidates for permission to appear for warrant examinations are promptly forwarded with all the information required, thereby obviating the necessity of having the bureau return them for further data before action can be taken, with the consequent possibility of the candidate's being prevented from appearing.

5121. It is essential that all applications for warrant examinations be accompanied by the report of preliminary boards on Form N. Nav. 334. All applications received in the bureau without this form will be returned. In order to prevent delay that will be prejudicial to the candidates' interests, it is directed that commanding officers assure themselves that the provisions of these instructions be strictly followed.

5122. The bureau wishes it definitely understood by all commanding officers that no application to appear from this examination will be considered unless it is received in the bureau prior to the date set, and no candidate will be

permitted to appear unless he has been authorized to do so by the bureau. In exceptional cases, when, due to inadequate mail service from distant stations, it is apparent that the application can not reach the bureau by the date set, applications and commanding officers' recommendations may be transmitted to the bureau by despatch.

5123. Upon receipt of the candidate's application, if his record justifies, he will be authorized by letter through his commanding officer to appear for the examination before such board as his commanding officer may select as the most convenient.

5130. **Examinations.**—Inasmuch as the physical examination precedes the professional examination, the commanding officer will, immediately upon receipt of the approved application, notify the officer to whom the candidate will report and ascertain from him the date upon which the candidate's presence will be required in order that the physical examination may be completed before the date set for the commencement of the professional examination. If, due to the movements of the vessel or the transfer of the candidate, it would be impracticable for him to appear before the board selected, his commanding officer will notify the board to that effect and will make arrangements for his appearance before such other board as may be most convenient at the time of the examination.

5131. The officers under whose jurisdiction boards will be convened will notify the bureau not later than one month before the date set for the examination (by despatch if at a distant station) the number of candidates expected to appear before the board for examination, making sufficient allowance for such candidates as may subsequently be ordered to appear.

5140. **Temporary appointments.**—When an enlisted man accepts temporary appointment as warrant officer, a notation should be made on his service and health records to that effect, the service record forwarded to the Bureau of Navigation and the health record to the Bureau of Medicine and Surgery. If temporary appointment is revoked, the man reverts to enlisted status, and if enlistment has expired, he may be discharged.

5141. Upon the revocation of temporary appointment as warrant officer, an enlisted man will revert to his former status, and in accordance with the act of Congress, approved May 22, 1917, none of his rights, benefits, privileges, or gratuities shall be lost or abridged in any respect by his acceptance of temporary warrant. Upon reversion to former status, the commanding officer should request from the bureaus concerned the previous records of the man. However, a man whose enlistment expires while he is serving as a temporary warrant officer will not be discharged until the revocation of his temporary appointment as a warrant officer, at which time he will revert to his enlisted status, and be discharged as an enlisted man, and he shall not be considered as having been held in the service beyond his regular term of enlistment within the meaning of section 1422, Revised Statutes, as by the acceptance of his temporary appointment as warrant officer he tacitly agrees to the prolongation of his enlistment. This prolongation can not be considered as an extension of the enlistment nor can the time served in this way as a temporary officer be used as part of a future enlistment or extension of enlistment.

5150. **Instructions to examining boards for examination for appointment as warrant officers.**—The mental, moral, and professional examination of candidates for appointment as warrant officers in the Navy will be conducted by two boards; one, the local examining board, to consist of line officers (except as noted in the paragraph following) appointed on the ship or station upon which the candidate may be serving, the senior member of which shall not be below the rank of lieutenant commander, and the others not below lieutenant; the other, the Naval Examining Board, Washington, D. C.

5151. In the case of acting pay clerks, the local board shall, if practicable, consist of officers of the supply corps of the rank given above, and the record shall be sent to a special examining board at the navy yard, Washington, D. C. In the case of pharmacists, the local board shall consist of officers of the Medical

Corps of the rank given above, and the record shall be sent to a special examining board at the Naval Medical School, Washington, D. C.

5152. A physical examination by a medical board consisting, if practicable, of three medical officers of the Navy, shall precede the written and practical examinations, and if a candidate is not pronounced physically fit in all respects, he shall not be examined professionally. (In the case of pharmacists, the same local medical board which is to conduct the professional examination may also conduct the physical examination of the candidate.)

5153. The local board shall examine the candidate in his knowledge of the practical duties of the warrant grade for which he is an applicant, assigning a mark in each subject shown on N. Nav. 338. The average of these marks shall be the candidate's mark for the practical examination. The local board shall also assign a separate mark on the candidate's officer-like qualities as determined by his bearing, appearance, alertness, and ability in handling men. All marks shall be on a scale of 4 with 2.5 the minimum satisfactory mark. The practical examination may precede or follow the written examination. It shall be conducted with a view to ascertaining whether or not the candidate has a thorough practical knowledge of the required subjects. The candidate's practical ability will be ascertained by a practical demonstration or drill and a description or explanation will not be accepted. Time expended on this examination as shown by the report of local board, will indicate to the naval examining boards whether or not a thorough practical (not oral) examination has been given.

5154. The local board shall conduct the written examination in accordance with the following instructions: As the examination is competitive, it is essential that all candidates undergo the same written examination. To this end and to eliminate the possibility of any candidate gaining any unfair prior information of examination questions, all the written examinations will be held simultaneously except in so far as the time is affected by difference of longitude. Any written examination held at any other than the prescribed time and date, for any reason whatever, will be null and void; but in order to guard against possible hardship to candidates from this cause, whenever there is a prospect that the vessel's movements will interfere with the presence of a candidate before the local board on the date specified, such candidate shall be transferred by his commanding officer to the nearest ship or station where an examination is to be held, and the fact of such transfer shall immediately be reported direct to the Bureau of Navigation.

5155. In conducting the written examination, the following instructions will be followed:

(*a*) Each examination day is divided into two periods of three hours each, with an intervening recess of at least one hour. One group of questions under separate seal is assigned for each period; the seal to be broken and the group of questions to be given out at the beginning of the period. The prescribed sequence must not be departed from.

(*b*) Each day's work shall begin at 9 o'clock as nearly as practicable.

(*c*) The instructions for candidates shall be read and explained to them during the first period before the first group of questions is given out. It must be made clear to them that the general character of their examination papers, including writing, clearness of expression, spelling, and attention to instructions, will be taken into account by the naval examining board in assigning marks. The work for each period must begin on a new sheet and must be complete in itself. Legal cap paper 8 by 13 inches must be used.

(*d*) A candidate having finished the group of questions assigned for that period may be allowed to leave the examination room; but before leaving the room he must be required to close his examination papers for that period, whatever may be the reason for leaving and whether he has finished answering the questions or not. No candidate who leaves the room shall be allowed to return during that period, nor shall he be allowed to add anything to the answers he has submitted for that period either at that time or thereafter;

nor shall any candidate be detained longer than three hours on any group of questions.

5156. The following instructions will be followed in connection with the record of examination:

(*a*) The local board shall see that the record of examination of each candidate is complete in itself and is arranged as follows:

(1) The report of the local board (Form N. Nav. 79).
(2) The report of the practical examination.
(3) The written examination.
(4) The report of the medical board (Form N. Nav. 80.)

(*b*) The local board shall then forward the papers direct to the Naval Examining Board, Washington, D. C. (In case of clerks, Navy Yard, Washington, D. C., and for pharmacists, to the Examining Board for Pharmacists, Navy Medical School, Washington, D. C. Extreme care in forwarding the records to the proper examining board as above directed is urged as failure to do so frequently results in the loss of necessary papers and further, brings about great delay in determining the results of the examination.

(*c*) The boards at Washington shall assign a mark on a scale of 4 for the written examination. They shall also assign a mark for the service record of the candidate in which shall be taken into consideration the mark assigned by the local board on the candidate's officer-like qualities.

(*d*) The marks thus assigned to each candidate, provided no such mark is below 2.5, shall be combined by the examining boards at Washington in accordance with the following formula. The result is the general multiple of the candidate to determine his position in the final order of merit list.

$$\frac{3x \text{ written} + 3x \text{ practical} + 4x \text{ record}}{10}$$

As a pay clerk must perform a larger proportion of clerical duties as compared to other warant officers the formula to be applied to the examination marks for acting pay clerk shall be

$$\frac{5x \text{ written} + 2x \text{ practical} + 3x \text{ record}}{10}$$

(*e*) Any candidate whose mark in the written, the practical, or the record examination is below 2.5 shall be considered as having failed in the examination and shall not be given a multiple. Such candidate will not be granted a reexamination, but he may apply for examination the succeeding year, if then eligible.

(*f*) The report of the examination of each candidate with the recommendation of the examining boards at Washington shall be forwarded to the Judge Advocate General of the Navy.

PRACTICAL EXAMINATION FOR BOATSWAIN.

5200. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical boatswain, and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Cutting and fitting rigging according to the regulations.

(*b*) Weighing, securing, and transportation of anchors, and working cables with modern appliances.

(*c*) Erecting and securing shears, handling of purchases, and securing yards.

(*d*) Knotting and splicing, including splicing of wire rope, and such palm and needle sailmaking as met with on board ship.

(*e*) All methods of signaling.

5201. Each candidate will also be required:

(*a*) To take charge of a company of infantry and demonstrate practically his ability to put the company through the manual of arms, squad and company drill in close and extended order.

(*b*) To take charge of a section of artillery and exercise it both ashore and afloat.

(*c*) To station and drill a gun's crew of the main and secondary batteries.

(*d*) To exercise a squad in physical drill.

(*e*) To take charge of a ship's cutter or whaleboat and demonstrate his ability to act as boat officer, both under sail and under oars.

These drills are to include, if practicable, the instruction of recruits, as well as the exercise of well-trained men.

5202. The report of the practical examination will be made out on Form N. Nav. 337.

PRACTICAL EXAMINATION FOR GUNNER (ORDNANCE).

5300. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical gunner (ordnance), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) The handling of guns and mounts of the main and secondary batteries; dismounting, repairing and assembling of parts; preparation for battle; care and preservation.

(*b*) Star-gauging and taking impressions of bore and vent.

(*c*) Sights; their mounting, adjustment, and repair; boresighting.

(*d*) Small arms; dismounting, repair, and assembling; care and preservation.

(*e*) Ammunition; make-up of charges (including high explosives); marking, handling, care, and preservation; tests.

(*f*) Magazines and shell rooms; construction and mechanical devices; plans and methods of stowage.

(*g*) Torpedoes and torpedo tubes; adjustment, firing and recovery, care and preservation.

(*h*) Mines; assembling, laying, and recovery; stowage, care, and preservation.

(*i*) Machine tools; as supplied to first-rate ships; ordnance outfit.

(*j*) Range finders and torpedo directors; adjustment and use, care and preservation.

(*k*) Use of stadimeter and sextant; as applied to laying out targets.

(*l*) Diving; ability to direct operations.

(*m*) Turret training, elevating and ammunition supply apparatus; dismounting and repair.

(*n*) Fire-control installations; manipulation, care, and preservation.

(*o*) Searchlights and control; ability to manipulate; care and preservation.

(*p*) Storage and other batteries; as applied to ordnance uses; firing and sight-lighting systems.

(*q*) Accounts and returns; clerical ability.

5301. In addition, each candidate also will be required—

(*a*) To take charge of a company of infantry and demonstrate his ability to put the company through the manual of arms, squad and company drill in close and extended order.

(*b*) To take charge of a section of artillery and exercise it both ashore and afloat.

(*c*) To station and drill a gun's crew of the main and secondary batteries.

(*d*) To exercise a squad in physical drill.

(*e*) To take charge of a ship's boat and demonstrate his ability to act as boat officer, both under sail and under oars. These drills are to include, if practicable, the instruction of recruits, as well as the exercise of well-trained men.

PRACTICAL EXAMINATION FOR GUNNER (ELECTRICAL).

5310. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical gunner (elec-

trical), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Use of tools supplied for repairing electrical machinery at sea, including machine tools on board.

(*b*) Dynamo engines and their auxiliaries; their construction, care, running, overhaul, and repair; find power.

(*c*) Oil and gasoline engines.

(*d*) All types of dynamos; function of parts, ability to operate, dismount, and repair; correction of faults.

(*e*) All types of motors with controlling apparatus; functions of parts, ability to operate, dismount, and repair; correction of faults.

(*f*) Measuring and testing instruments; construction, adjustment, and operation.

(*g*) Dynamo-room practice; manipulation of switchboards, knowledge of connections and corrections; operating in various loads; tests.

(*h*) Interior communications; telephones and bell circuits, all signaling and protection devices; correction of faults.

(*i*) Lighting and power systems; wiring and fixtures; installation and protection; correction of faults.

(*j*) Radio apparatus; care and use.

(*k*) All types of batteries; construction and operation, care and preservation.

(*l*) Sketching; reading drawings; records and returns.

(*m*) Ordnance; electrically operated.

5311. In addition, each candidate will be required—

(*a*) To take charge of a company of infantry and demonstrate his aiblity to put the company through the manual of arms.

(*b*) To exercise a squad in physical drill.

PRACTICAL EXAMINATION FOR GUNNER (RADIO).

5320. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical gunner (radio), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Use of tools supplied for repairing radio electrical machinery and apparatus.

(*b*) Construction, care, operation, overhaul, and repair of all types of direct and alternating current generators and motors, and combination of such machines.

(*c*) Oil and gasoline engines.

(*d*) All forms of controlling apparatus for generators and motors, including switchboard control.

(*e*) Measuring and testing instruments; construction, adjustment, and operation.

(*f*) Care and use of all radio apparatus.

(*g*) All types of batteries, primary and secondary; construction and operation, care and preservation.

(*h*) Sending and receiving radio messages in both spark and arc systems; Continental and Morse codes.

(*i*) Knowledge of Navy Regulations and Instructions regarding the Naval Communication Service.

(*j*) Knowledge of practice of Naval Communication Service as given in "Handbook of Regulations, United States Naval Radio Service," including method of accounting.

(*k*) Knowledge of provisions of International Radiotelegraphic Conventions (London).

(*l*) Ability to read sketches and make working drawings of machinery.

PRACTICAL EXAMINATION FOR MACHINIST.

5400. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical machinist, and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) The adjustment and management of marine engines; the management and care of marine boilers, including principles of firing used with different types of marine boilers, using natural draft and forced draft.

(*b*) The use of power tools and other workshop appliances usually found on board ship.

(*c*) Quick repair under various supposed conditions of breakdown of main engines and boilers and of auxiliaries.

(*d*) Taking indicator cards and working them out; the construction of simple curves of revolutions and speed, power and revolutions, etc.

(*e*) Stores usually found in the engineer department on board ship, including coal and oil; how inspected and cared for and how used for economy.

(*f*) The care and management of the various auxiliaries used on board a naval vessel, with special reference to the evaporating and refrigerating plants.

(*g*) The interpretation of machinery drawings and knowledge of the material of the various parts of marine engines and boilers.

(*h*) The meaning of signals regarding the engines from deck to engine room. The reading of various gauges used in the engine and fire rooms.

5401. Each candidate will also be required:

(*a*) To take charge of a division assembled at quarters and to make the required reports.

(*b*) To exercise a squad in physical drill.

PRACTICAL EXAMINATION FOR CARPENTER.

5500. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical carpenter, and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Skill in the use of tools, both hand and machine, in doing work in the trade or trades in which the candidate states he is skilled.

(*b*) Knowledge of shipbuilding work in various trades and repair work on ships afloat.

(*c*) Knowledge of the duties of a carpenter in the Navy on board ship, including care and preservation of hull and fittings.

(*d*) Reading plans, laying off work from them, and making working sketches.

(*e*) Knowledge of carpenter's stores carried on board ship, quantities required; their custody, care, and issue.

(*f*) Provisions of the regulations regarding the docking of ships, preparations of the dock and ship, and precautions to be taken in docking.

(*g*) Knowledge of principal shipbuilding materials, costs, and simple tests or inspections for quality.

(*h*) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, and ability to handle men.

PRACTICAL EXAMINATION FOR ACTING PAY CLERKS.

5600. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical pay clerk, and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Handling a division at physical exercise.

(*b*) Marching a division from forecastle to quarter deck and reporting to the executive officer.

(*c*) To demonstrate his ability as to his assigned duties at fire, collision, and general quarters.

(*d*) The administration of the financial section of the supply department, including preparation of pay rolls, accounts, returns, etc.

(*e*) Administration of the general stores section of the supply department, including the requisitioning, receipt, custody, care, and accounting for supplies of all kinds.

(*f*) Administration of the general mess.

(*g*) The ship's store.

(*h*) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, and ability.

EXAMINATION FOR PHARMACISTS.

5700. **Qualifications.**—Only chief pharmacists' mates having exceptional aptitude for the Hospital Corps and more than average executive ability, initiative, tact, and experience should be recommended for examination. They should have knowledge and experience as well as capability sufficient to enable them to take the leading position in the Hospital Corps of the Navy at any of the naval establishments. Candidates for appointment as pharmacist must be serving under acting or permanent appointment as a chief pharmacist's mate, must have served at least three years in the Navy as an enlisted man, at least two years of which service must have been performed on board a cruising vessel, preference being given to men who have been honorably discharged, and whose service has been continuous. The average of their marks taken from all their service records must be not less than 85 per cent perfect. No person shall be appointed a pharmacist unless his accumulated previous service in the Army, Navy, and Marine Corps, together with his possible future service prior to attaining the age of 64 years, will amount to at least 30 years.

5710. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical pharmacist, and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Pharmacy (materia medica and toxicology): A thorough practical familiarity with the current pharmacopœia, preparation of medicines from crude drugs, such as powders, extracts, tinctures, infusions, assays, etc.; proper administration of medicines as to form, method, dose, etc.; compounding of prescriptions, preparation of antidotes, the use of concentrated stock solutions; proper storage of supplies.

(*b*) Chemistry (organic and inorganic): The carrying out of certain qualitative and quantitative analyses, urinalyses, water analysis, and the examination of foods for preservatives and adulterants.

(*c*) Minor surgery: Application of splints, bandages, dressing, etc.; emergency surgery, such as placing of sutures and ligatures, arrest of hemorrhage, treatment of shock, operating room and surgical preparation and technique; general first-aid measures and use of stretchers and field transportation and drills outlined in Drill Book for the Hospital Corps.

(*d*) Hygiene and sanitation: The candidate will be required to demonstrate a thorough, practical familiarity with matters pertaining to hygiene and sanitation, such as water, air, ventilation, the disposal of wastes ashore and afloat, location of camps and camp sites, disinfection of ships and hospitals, and precautionary measures for the prevention and the spread of contagious and infectious diseases, etc.

(*e*) Administration:

(1) Administration and internal organization of naval hospitals according to Navy Regulations and Instructions and the Manual for the Medical Department, U. S. Navy.

(2) Hospital supplies and property accountability; preparation of requisitions, public bills, invoices, services, outfits, supplies, and transfer of stores according to Navy Regulations and Instructions and Manual for the Medical Department, U. S. Navy.

(3) Commissary supervision; measures to be taken for the purchase, inspection, supervision, and disposition of all stores and equipment of the commissary department; preparation of bills of fare, foods, and special diets; management of storerooms, pantries, kitchens, and mess halls (Manual for Medical Department, U. S. Navy).

(4) Examination of foods: The candidate will be required to show an ability in the inspection of foods, such as meats, fish, poultry, etc., and the determining of preservatives and adulterants in such articles as milk, butter, jellies, and canned vegetables and foods.

(5) Clerical duties; supervision of general correspondence, preparation of official, unofficial, and civil letters, indorsements, reports and returns, care of health records, use of the various blank forms of the Medical Department.

(*f*) Oral examination (embracing all subjects).

(Questions and laboratory procedures for use in the practical examination will be prepared and included with those for the written examination forwarded to the local board.)

(*g*) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.

SPECIAL QUALIFICATIONS FOR PROMOTION TO AVIATION WARRANT RANKS.

5800. **Boatswain (Aviation).**—A candidate for appointment as boatswain (aviation) other than such as are provided for in article 3661 (1), Navy Regulations, must be under 35 years of age. He must have served not less than seven years in the Navy, at least three years of which have been on aviation duty. He must have served at least one year of that time as a chief petty officer or petty officer, first class, of the seaman branch, and must be serving as such and under continuous service at the time of his examination. He will not be examined if there is any mark on his record within the preceding two years which indicates a lack of sobriety, and no applicant will be examined whose record shows confirmed habits of intoxication. The average of his marks taken from all service records (exclusive of first year of service) must be not less than 85 per cent of perfect.

5801. He must be able to read and write with facility; must understand the first four rules of arithmetic and proportion; must be able to keep a correct account of stores; must be familiar with the "Rules of the Road"; and must be thoroughly conversant with all drills and Navy Regulations pertianing to the duties of a boatswain.

5802. Each candidate will be required to pass a satisfactory examination before a board of naval medical officers as to his physical fitness for the service.

5803. He must be a thorough, practical seaman, and be thoroughly familiar with beach administration, the inspection and handling of hulls, pontoon fuselages, rigging and sustaining of control surfaces of aircraft (exclusive of motor) preparatory to flight, the launching, docking, securing, lowering, hoisting, and salvaging of seaplanes or surface craft in a seaway, care and preservation of air and surface craft usual to an air station; must understand wire working and rigging as applied to aircraft. He must be thoroughly familiar with all methods of signaling in use in the Navy.

5810. **Gunner (Aviation).**—A candidate for appointment as gunner (aviation) other than such as are provided for in article 3661 (1), Navy Regulations, must be under 35 years of age. He must have served at least one year as a chief gunner's mate (aviation) or gunner's mate (aviation), first class; and must be serving as such under continuous service at the time of examination. He will not be examined if there is any mark on his record within two years which indicates a lack of sobriety, and no applicant will be examined whose record at any time shows confirmed habits of intoxication. A candidate for gunner (aviation) to specialize in radio must have served at least one year as chief

electrician (aviation), and must be serving as such under continuous service at the time of examination. The average of his marks taken from all service records (exclusive of the first year of service) must be not less than 85 per cent of perfect. A candidate for gunner (aviation) to specialize in ordnance must have served not less than seven years in the service of the Navy, of which three years must have been on aviation duty, and if a candidate for gunner (aviation) to specialize in radio, he must have had five years of naval service, of which three years must have been on aviation duty.

5811. He must be able to read and write with facility, must understand the first four rules of arithmetic and proportion; must be able to keep accounts correctly of ordnance and electrical stores; must be familiar with the "Rules of the Road" and must be thoroughly conversant with all drills and Navy regulations pertaining to the duties of a gunner in aviation service.

5812. Each candidate shall be required to pass a satisfactory examination before a board of naval medical officers as to his physical fitness for the service.

5813. He must understand the construction, mode of dismounting, and assembling, and the methods of remedying difficulties and defects in breech-loading rifles, rapid fire and machine guns of service types used in aviation, and magazine rifles and other small arms in the naval service; the construction, adjustment, care and preservation of aerial bombs, their sights, releasing gear, bomb furniture, and accessories; and the use of such tools as are supplied for repairing aviation ordnance equipment.

5814. A candidate for appointment as gunner (aviation) to specialize in ordnance must be able to put up all kinds of aviation ammunition, and be thoroughly familiar with the use, storage, and care of aviation pyrotechnics; to take impressions of vent and bore, to star-gauge, adjust, verify, and use gun and aerial bomb sights; to fit all aviation gun gear, and thoroughly understand and be able to explain all fuses in use in aviation ordnance.

5815. He must understand the manner of fitting magazines, the method of stewing and preserving powder, aviation projectiles, fire works and all aviation ordnance stores afloat and on shore, and the manner of handling and securing guns.

5816. He must be fully conversant with orders and regulations in regard to the care and handling of aviation ordnance material and stores afloat and on shore, and with charges of powder for guns and projectiles of every caliber used in naval aviation.

5817. A candidate for appointment as gunner (aviation) to specialize in radio must be a competent radio electrician and must be thoroughly familiar with the use of all tools for repairing radio-electrical machinery and apparatus, with the construction, care, management and repair of alternating and direct current generators and motors, oil and gasoline engines, measuring and testing apparatus, aviation radio apparatus and all types of storage batteries. He must understand and be thoroughly familiar with the construction, care, management and repair of electrical intercommunication sets, including radio telephones, radio compass and direction finders. He must be thoroughly familiar with the Navy Regulations and instructions regarding the Naval communication service and the provisions of the International Telegraphic Regulations. He must be able to read sketches and make working drawings of machinery.

5820. Machinist (Aviation).—A candidate for appointment as machinist (aviation), other than such as are provided for in article 3661 (1), Navy Regulations, who, at the time of making application, is enlisted in the Navy, must be not more than 35 years of age. He must have served at least five years in the Navy, three years of which have been on aviation duty. He must have served at least one year as a chief petty officer and must be serving as such, under continuous service at the time of examination. He will not be examined if there is any mark on his record within the preceding two years which indicates a lack of sobriety, and no applicant will be examined whose record at any time shows confirmed habits of intoxication. His average in all marks is

proficiency in rating must be more than 85 per cent of perfect as shown by his service record (exclusive of first year of service).

5821. Applicants for appointment from civil life must be not less than 21, nor more than 30 years of age, and must furnish satisfactory evidence of good moral character and habits. They must be machinists by trade, and must submit evidence of having been employed as such in a machine shop for not less than three years. In addition, they must have had four years' experience, either in responsible charge of men in a machine shop ashore or responsible charge in civilian aviation activities. The aggregate of the four years' experience required may be divided among the two heads above, but no candidate shall be examined who can not give satisfactory evidence of the fact that he is familiar through practical experience with management of various types of machinery, and the routine of the machinery department of a naval air station or detachment.

5822. Each candidate shall be required to pass a satisfactory examination before a board of naval medical officers as to his physical fitness for the service.

5823. The candidate must be able to read and write with facility, and have sufficient knowledge of arithmetic to enable him to keep an engine log book and an account of stores. The examination in arithmetic shall be limited to the addition, subtraction, multiplication, and division of whole numbers and vulgar and decimal fractions; the reduction of common fractions to decimals; proportion, and the mensuration of surfaces and solids of the regular forms.

5824. He must be familiar with the various types of aviation engines, used in the Navy, including their carburetion and ignition systems, their general proportions, the manner of putting them in operation, their adjustment, preservation, the precautions to be taken with them in flight and on the ground, and be able to name the materials of the various parts of engines and the dependencies and show himself familiar with the physical characteristics of engineering materials. He must be familiar with the care, construction, adjustment, repair, and operation of the various auxiliary engines, motors, and their ignition systems coming under the care of the engineer officer of a Naval air station.

5825. He must be familiar with the engineering instructions contained in the Navy Regulations, and be able to take command of the engineer division at quarters, and to conduct the usual drills.

5826. He must be familiar with the use of the power tools and workshop appliances found at an air station or detachment, with modern machine-shop practice as applied to the construction and repair of aviation motors and ignition systems, and the dependencies, including the installation of engines and motors in aircraft, and with the types of propellers used on naval aircraft. He must understand and be able to execute performance and consumption tests. He must be able to read drawings and make working sketches of parts of machinery, to lay out work, and prepare the station bill for the men of the engineer division.

5827. He must be familiar with the kind and quality of stores usually carried in the engineering department of a naval air station or detachment, and must know what spare parts are most necessary to have on hand.

5828. The letters and recommendations furnished by candidates who have no naval records shall be used in making up their record mark, and the examination of such candidates shall be held at the navy yard or naval air station nearest the candidate's home.

5829. A candidate for appointment as machinist must also be fully conversant with the theory, principle, and practical operation of a gas plant. He must be familiar with the gases used in "lighter than air" craft, the methods of production, and their industrial uses; the principle of chemical control, methods of physically testing the gases, low and high pressure storage; "lighter than air" problems; the making and reading of generator reports and records; the general layout of the gas works. He must be able to read sketches and make working drawings of machinery usual to a "lighter than air" establishment.

He must thoroughly understand the construction, repair, and operation of various types of kite balloon winches, the methods of attaching a balloon to a cable, the care, preservation, and inspection of cable and splicing in wire.

5830. **Carpenter (Aviation).**—A candidate for carpenter (aviation) other than such as are provided for in article 3661 (1), Navy Regulations, must be under 35 years of age, he must have served at least five years in the Navy, three years of which have been on aviation duty. He must have served at least one year as a chief petty officer or petty officer, first class, of the artificer branches, and must be serving as such under continuous service at the time of examination. He will not be examined if there is any mark on his record within the preceding two years which indicates a lack of sobriety, and no applicant will be examined whose record at any time shows confirmed habits of intoxication. His average in all marks for proficiency in rating must be more than 85 per cent of perfect as shown by his service record (exclusive of first year of service).

5831. He must be a good mechanic, having a knowledge of practical work in the several kinds of wood and metal used in aircraft construction, familiar with the preparation and application of paints, glues, "dopes," and varnishes used on aircraft. He must thoroughly understand the application of aircraft fabrics, including wing, hull, and control surface coverings. He must understand hull and pontoon construction, aligning, unpacking, and packing, assembling, and disassembling of aircraft.

5832. Each candidate shall be required to pass a satisfactory examination before a board of naval medical officers as to his physical fitness for the service.

5833. He must be able to read plans, make working sketches, furnish estimates of cost of work, and keep accounts of stores; he must understand the maintenance and care of surface craft usual to an air station, the equipment and fittings and their care; and must be thoroughly conversant with drills and Navy Regulations pertaining to the duties of a carpenter.

5834. A newly appointed carpenter shall, when practicable, be attached to a naval aircraft factory or aviation mechanics' school before being ordered to a naval air station, in order that he may become conversant with his operating duties.

PRACTICAL EXAMINATION FOR BOATSWAIN (AVIATION).

5835. This examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical boatswain (aviation), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Cutting and fitting rigging according to regulations.

(*b*) Swinging, securing, crating, packing, and transportation of heavier-than-air and lighter-than-air machines, kite balloons, etc.

(*c*) Knotting and splicing, including splicing of wires and wire rope.

(*d*) Aviation seamanship, towing of planes, handling of boats, approaching and leaving planes, hoisting machines of all types. Transferring passengers to and from seaplanes at sea.

(*e*) All methods of signaling.

(*f*) Free balloon: Layout, inflate, and get ready in all respects for flight.

(*g*) Kite balloon: Layout, inflate, and get ready in all respects for flight.

(*h*) Transfer an inflated kite balloon from beach to boat; coil and drag rope.

(*i*) Given a certain number of men, assign these men to station for taking an airship out of hangar and then perform the operations of mooring the airship; unmooring and getting the airship into the air; taking charge of landing party, landing, and taking airship into hangar; winding airship.

(*j*) Assemble men and materials with motor equipment necessary to assist the ship which has made a forced landing away from station.

(*k*) Find purity of gas in airship; find suspension tensions; adjust tensions; find useful life of airship; adjust and test gas and air valves on ship.

(*l*) Line up an airship.

Each candidate will also be required to:—

(*m*) Take charge of a company of Infantry and demonstrate practically his ability to put the company through the manual of arms, squad and company drill in close and extended order.

(*n*) Take charge of a section of Artillery and exercise it both ashore and afloat.

(*o*) Station and drill a gun's crew of the main and secondary batteries.

(*p*) Exercise a squad in physical drill.

(*q*) Take charge of a ship's boat and demonstrate his ability to act as boat officer, both under sail and under oars.

These drills are to include, if practicable, the instruction of recruits, as well as the exercise of well-trained men.

PRACTICAL EXAMINATION FOR GUNNER (AVIATION ORDNANCE).

5836. This examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical gunner (aviation), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) The handling of aircraft guns and mounts, both machine guns and cannon; their stripping, immediate and secondary action; points before, during, and after flight; repairs and adjustments; care, cleaning, and preservation.

(*b*) Star gauging and taking impressions of bore and vent.

(*c*) Sights: Mounting, adjustments, repair, and use of same.

(*d*) Small arms: Dismounting, repair, and assembling; care and preservation.

(*e*) Ammunition and explosives: All explosives used in aerial bombs and torpedoes and in ammunition; making up of charges; marking, handling, care, and preservation; tests.

(*f*) Magazines and shell rooms: Construction of mechanical devices; plans and methods of stowage.

(*g*) Torpedoes, torpedo gears, adjustment, firing, and recovery; care and preservation.

(*h*) Machine tools; as supplied to air stations and ships carrying or attending aircraft; aviation ordnance outfit.

(*i*) Use of stadimeter and sextant as applied to laying out targets.

(*j*) Diving: Ability to direct operations.

(*k*) Storage and other batteries as applied to ordnance uses.

(*l*) Pyrotechnics, including parachutes and landing flares, signals, etc.

(*m*) Accounts and returns; clerical ability.

Each candidate will also be required to:—

(*n*) Thoroughly understand the construction of aircraft, especially as regards fitting ordnance gear in the best manner to the structure of aircraft.

(*o*) Take charge of a company of Infantry and demonstrate his ability to put the company through the manual of arms.

(*p*) Take charge of a section of Artillery and exercise it both ashore and afloat.

(*q*) Exercise a squad at physical drill.

(*r*) Take charge of a ship's cutter or whaleboat and demonstrate his ability to act as boat officer, both under sail and under oars.

PRACTICAL EXAMINATION FOR GUNNER (AVIATION RADIO).

5837. This examination will be conducted with a view to ascertaining whether or not the candidate is a thorough practical gunner (aviation), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Use of tools supplied for repairing the electrical machinery concerned in radio transmission.

(*b*) Construction, care, running, overhaul, and repair of all types of direct and alternating current generators and motors, and combinations of such machines.

(*c*) Oil and gasoline engines.

(*d*) All forms of controlling apparatus for generators and motors, including switchboard control.

(*e*) Measuring and testing instruments; construction, adjustment, and operation.

(*f*) Care and use of all radio apparatus.

(*g*) All types of batteries, primary and secondary; construction and operation, care and preservation.

(*h*) Sending and receiving radio messages in both spark and arc systems. Continental and Morse codes.

(*i*) Knowledge of Naval Regulations and Instructions regarding the Naval Communication Service.

(*j*) Knowledge of practice of Naval Communication Service as given in "Handbook of Regulations, United States Naval Radio Service," including method of accounting.

(*k*) Knowledge of provisions of International Radiotelegraphic Conventions (London).

(*l*) Ability to read sketches and make working drawings of machinery.

PRACTICAL EXAMINATION FOR MACHINIST (AVIATION).

5838. This examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical machinist (aviation), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) The adjustment, care, and operation of aviation engines, air cooled and water cooled.

(*b*) The overhaul of aviation engines, all types.

(*c*) The use of power tools and workshop appliances usually fitted on naval vessels and aviation stations.

(*d*) The inspection, care, and economical use of all stores, including gasoline and oil, used in the engineer department, or naval vessels and aviation stations.

(*e*) The interpretation of machinery drawings and knowledge of the material of the various parts of aviation engines.

(*f*) The reading of various gauges and instruments used in connection with aviation engines.

Each candidate will also be required to:

(*g*) Take charge of a division assembled at quarters and to make the required reports.

(*h*) Exercise a squad in physical drill.

PRACTICAL EXAMINATION FOR CARPENTER (AVIATION).

5839. The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical carpenter (aviation), and the board will endeavor to ascertain his practical knowledge of the following:

(*a*) Skill in the use of tools, both hand and machine, in doing work in the trades in which the candidate states he is skilled.

(*b*) Knowledge of aircraft work in various trades and repair work on aircraft at stations and on board ship.

(*c*) Knowledge of the duties of a carpenter (aviation) in the Navy, including care and preservation of aircraft, packing for shipment or storage, upkeep in storage, etc.

(*d*) Reading plans, laying off work from them, and making working sketches.

(*e*) Knowledge of carpenters' (aviation) aircraft stores carried at air stations and on board ship, quantities required, their custody, care, and issue.

(*f*) Provisions of the regulations regarding the handling and preparation of air craft for flight, precautions to be taken in work around hangars, etc.

(*g*) Knowledge of principal aircraft materials, their properties, costs, and simple tests or inspections for quality.

CHAPTER VII.—TRANSFERS AND DETAILS.

GENERAL INSTRUCTIONS.

6000. **Bureau's policy.**—It is the policy of the Bureau of Navigation to make transfers of enlisted personnel by ratings and qualifications and not by name.

6001. Naturally, greater efficiency can be developed with permanent crews, and the frequent and unnecessary requests for transfer of enlisted men must be discouraged.

6002. Eighteen months' service on tugs and on small vessels that cruise mostly in the tropics is sufficient to warrant transfers of men to larger vessels, if they so desire. Commanders in chief should make exchanges in such cases, where practicable.

6010. **Officers authorized to transfer men.**—Commanders in chief are authorized to make transfers within their fleets whenever, in their opinion, such transfers would increase the efficiency and contentment of the personnel.

6011. Senior officers present may authorize exchanges of men of similar rating between cruising vessels in the same port at the discretion of the commanding officers concerned. Such exchanges may also be authorized between cruising vessels and shore stations beyond the continental limits of the United States when a vessel is in the port where such station is located.

6012. When in foreign waters, the senior officer present should direct transfers in exchange between a ship that is to remain and one that is to return to the United States, with a view to returning the short-time men to the United States for discharge. He should also transfer men from one vessel to the other, especially from larger to smaller vessels, where vacancies exist, if he considers it advisable.

6013. In order to relieve congestion at the various naval hospitals, commandants of all districts, navy yards, and naval stations, within the continental limits of the United States, and the medical officer in command, Naval Hospital, Fort Lyon, Colo., are hereby authorized to approve recommendations of boards of medical survey recommending transfer of enlisted men in advance of the bureau's approval.

6020. **Requests for transfer.**—Change of duty by request is authorized only upon application of enlisted man through the commanding officer. While there is no objection to correspondence between enlisted men and officers in regard to assignments, it is desired to reduce this practice as much as possible. Personal letters regarding assignments of enlisted men will not be considered by the bureau. In this connection, the bureau wishes to discourage the practice among the enlisted personnel of using political or personal influence outside of the service for transfer. A notation will be made on the record of the man in whose behalf the influence is used when such a case comes to the attention of the commanding officer, and the man should be warned against the continuance of such practice.

6021. In general, all requests for transfer to and exchanges between vessels, shall be forwarded to the commander in chief. Except in special cases, and in the cases of the chief petty officers, individual requests for transfer will not be submitted to the bureau.

6022. Requests of such nature as to require the bureau's action will be tabulated and submitted monthly by commanding officers, as follows:

(*a*) The monthly report shall be headed "Requests for transfer" and shall state the following:

(1) Name and rate.
(2) Service number.
(3) Ship or station desired.
(4) Reason.
(5) Date of expiration of enlistment.
(6) Date of reporting on board.
(7) Whether relief is required or vacancy created.

(*b*) Only such cases will be forwarded as the commanding officer deems worthy of immediate or special consideration owing to urgent family reasons, exceptionally long service on one ship, or special fitness of certain men for certain billets.

(*c*) If there are no requests for tranfer, the report is not required. Applications should be discouraged unless there are good reasons for making them.

6023. When requests for transfer, made by enlisted men, receive the bureau's approval, the transfer shall be at the expense of the man concerned, except when such transfer is to a trade school for a course of instruction.

6030. **General instructions for transferring men.**—In order that men being transferred may properly be detailed at the ship or station where they arrive, it is essential that, whenever a transfer is made, the order for the transfer shall clearly show the duties for which the man is intended. It is not sufficient merely to give the reference number of a dispatch or number of a letter as the authority for the transfer.

6031. When a commanding officer issues an order directing a man to report on board a receiving or station ship, the man shall be directed to report "for general detail" unless the bureau has directed his transfer for duty or otherwise in the crew of the receiving or station ship.

6032. Commanding officers shall compare men with their service records, and especially in the case of transfers the proper record must be sent with the man concerned. In any case where a discrepancy exists, all the facts as shown by the record as well as the man's statement must be reported to the bureau. without delay.

6033. Transfers of enlisted men will be made on single transfer accounts and a man's accounts must invariably be sent with him. When men are transferred in drafts of ten or more, records and accounts will be sealed in convenient packages and transferred with them in custody of the man in charge of the draft; in such cases men will be held until papers are ready. In transferring men to distant points alone or in drafts of less than ten, service records will be forwarded by registered mail, on the same day. In no event will a man's service record ever be given into the custody of the man himself. If such transfer is made to a point in the vicinity, these papers may be sent by special messenger. In the case of emergency transfers of patients to a hospital, every effort will be made to send the records and accounts at the same time, or, when this is impossible, at the first possible moment thereafter. In all cases a copy of a man's orders will be sent by separate mail to the vessel or station to which he is transferred. These will be checked with the original orders which the man delivers in person.

6034. Commanding officers are particularly enjoined to see that timely notice is given to supply officers, whenever possible, of any contemplated transfers. No men shall ever be sent to foreign duty without their transfer pay accounts.

6035. Whenever it is impossible to send accounts with the men themselves, such fact and the reason therefor will immediately be reported to the department by dispatch, and any commanding officer who receives an enlisted man without his pay accounts will likewise report the fact to the department by dispatch, together with the name of the station from which the man came.

6036. In transferring drafts of men the baggage of the men should accompany them, and commanding officers must make particular effort to see that every man being transferred is instructed that his baggage must accompany him in order that his further transfer may not be delayed on account of the non-arrival of his baggage. Each bag must be tagged with a substantial tag made of rope stock secured to the bag with wire. This tag should bear the full name, service number, rate, and destination of the owner.

6040. **Men transferred without pay accounts.**—Whenever enlisted men are received on board a ship or at a station without their pay accounts they may, at the end of two weeks if their accounts have not been received, be taken up for pay commencing with the fifteenth day after reporting on board such ship or at such station and will thereafter be given 50 per cent of the pay of their rating. If, after 10 weeks from date of reporting, their transfer pay accounts have not been received, they may thereafter be put in receipt of the full pay of their rating less any allotment or other deductions which should be made. The pay which accrued during the first two weeks after reporting and the 50 per cent withheld during the succeeding eight weeks will not be paid until the receipt and adjustment of the regular transfer pay accounts.

6041. In order that authentic and reliable information may be at hand for determining the rate of pay of enlisted men under such conditions, there will hereafter be inserted in the service records of all men an additional sheet which will be kept corrected up to date showing their rate of pay and any allotment, insurance, or other monthly deductions which are to be made.

6042. Commanding officers will issue orders to supply officers or disbursing officers to make payments under authority of these instructions whenever enlisted men under their command are received under the foregoing conditions.

6043. When it becomes necessary to transfer a man who has been taken up for pay under the foregoing conditions, before the receipt of his regular transfer pay accounts, he will be given a "memorandum transfer pay account" which will show the inclusive dates for which he has been paid and the total amount paid to him. In addition to this the commanding officer will require a note to be placed on the extra sheet attached to his service record showing the total amount of money paid to such enlisted man prior to the receipt of his regular transfer pay account. No man who has been taken up for pay previous to receipt of his transfer pay account will again be transferred until this note is placed in his service record showing total payments which have been made.

SPECIAL TRANSFERS.

6100. **Recall of men to active duty.**—The following procedure will be followed in handling the records and pay accounts of such retired enlisted men of the Navy as may be recalled to active service:

(*a*) On the reporting of the man for active service, begin a new service record, entering thereon the fact of his recall to active service. Thereafter the record will be handled as for other enlisted men. At close of active service note date of termination and forward record to Bureau of Navigation for file.

(*b*) Make request to Bureau of Medicine and Surgery for health records of men so recalled. These records are to be reopened, and on termination of active service, returned to the Bureau of Medicine and Surgery. It is important that a complete medical history be kept for the period of active service.

(*c*) Apply to the governor, United States Naval Home, Philadelphia, Pa., for the transfer pay accounts of these men. Furnish that officer with the exact date of recall to active duty.

(*d*) On receipt of transfer accounts the retired men will be taken up on the rolls of the station, the supply officer being directed to take up the accounts from date of recall to active service. While on active duty retired men are entitled to the allowance for quarters paid to such men.

(*e*) On termination of active service forward transfer accounts to the governor, Naval Home, notifying him also of dates of active service and return of man to his original status on the retired list.

(*f*) Notify bureau on Form N., Nav. 8, of recall to active duty and transfer to retired list.

6101. No members of the Naval Reserve Force will be recalled to active duty, on account of overpayment, or for being in debt to the Government, after they have been placed on inactive duty, unless it can be shown that the overpayment at the time of their release was caused by fraud.

6110. **Transfers for training purposes.**—Recruits will not be retained for duty aboard ship without the special authority of the bureau and in accordance with the provisions of Chapter I of these instructions.

6111. Transfer, without reference to the Bureau of Navigation, apprentice seamen, landsmen for training, and hospital apprentices, enlisted under authority of these instructions, to the nearest training station, or to a receiving or station ship for further transfer to a training station. In order to reduce transportation expenses these men should be retained on board if the ship is proceeding or soon to proceed toward the stations mentioned. On enlistment these men should be given an outfit of clothing sufficient for their immediate needs.

6112. Recruits may choose any one of the training stations, except the naval training station, Gulfport, Miss., as the station at which they are to receive the regular recruit training. This provision may be held in abeyance by specific order of the bureau from time to time due to temporary filling to capacity of some particular station. Applicants for enlistment sent to recruiting stations by ships or air stations will, upon enlistment, if they so desire, be transferred to the training station nearest the ship or air station sending them with the understanding that they will, upon the completion of their recruit training, be transferred to the ship or air station through whose efforts they were enlisted.

6120. **Transfers to special stations.**—All enrolled or enlisted men transferred for duty in the Navy Department should be ordered to report on arrival to the commandant, navy yard, Washington, D. C. Their transfer orders will specifically state the bureau or office of the Navy Department to which they are to report, and, if possible, the duty to which they will be assigned.

6130. **Transfers to foreign service.**—Whenever men are sent on foreign service where cold weather may be expected, they must be provided with an ample supply of winter clothing. Each man must be provided with the following minimum allowance of heavy clothing:

1 overcoat.
4 heavy undershirts.
4 pairs heavy underdrawers.
8 pairs of heavy socks.
3 pairs high shoes.
2 single blankets.
2 pairs gloves.

and the proper number of all articles as provided for in the uniform regulations. Great care must be taken to see that these men as well as men transferred to vessels of the Navy have complete outfits before they are transferred. Should transfers of men in overseas drafts or on vessels be delayed owing to there being insufficient clothing on hand, telegraphic report should be made to the bureau, stating the deficiencies.

6140. **Transfers of patients to hospitals.**—In the case of emergency transfers of patients to a hospital, every effort will be made to send the records and accounts with the man or, when that is impossible, at the first possible moment thereafter. In the event that accounts do not accompany the men in such transfers, the dispatch called for in paragraph 6035 of these instructions need not be sent to the department by either ship or station from which transferred, or hospital to which transferred.

6141. There are two naval hospitals in the vicinity of Hampton Roads, Va., designated as follows: (*a*) United States Naval Hospital, navy yard, Norfolk, Va.; (*b*) United States Naval Hospital, naval operating base, Hampton Roads, Va. When there are patients to be transferred to the hospitals in this vicinity, commanding officers, if in doubt as to which hospital the transfer should be made, shall communicate with the commandant, fifth naval district, for the necessary instructions. Care must be taken to see that patients are sent to the proper hospital and that all official mail concerned in the transfer is properly directed.

6142. In case of men under treatment at naval hospitals who make request for transfer to another hospital for continuance of treatment, it is desired that in every case the medical officer in command, when forwarding such request, state the probable length of time before the man will be available for active duty. Commandants of districts, navy yards, and naval stations are authorized to act upon such requests without reference to the bureau.

6143. In order to relieve the congestion at the various naval hospitals, commandants of all districts, navy yards, and naval stations within the continental limits of the United States and the medical officer in command, naval hospital, Fort Lyon, Colo., are hereby authorized to transfer patients at their own expense from one naval hospital to another.

6144. Men discharged from treatment at a naval hospital should be sent to the nearest receiving ship for general detail, except in special cases where the commanding officer requests the return of a man to the ship from which he was sent. In such cases a man's transfer papers must specifically state that he is to be returned to the ship from which he came and on discharge from treatment the hospital will return him to the ship at whatever port she may be. Receiving ships will immediately place on general detail men who are received from naval hospitals.

6150. **Transfer of men for discharge.**—Men to be discharged when not in the vicinity of the pay officer having their accounts, will be transferred for discharge to a naval station or vessel having a pay officer, without further orders from the bureau; but, where practicable, endeavor should be made to discharge men direct from their ship so as to avoid the additional transfer. The practice of transferring to the nearest receiving ship: (*a*), men whose terms of enlistment have already expired; (*b*) men whose terms are about to expire and who desire to reenlist within the three months prior to expiration of enlistment, (*c*) men whose discharges have already been ordered or authorized, must be discontinued. In particular cases, however, when a man's papers are incomplete, he may be transferred to the nearest receiving ship to await discharge, but not when the discharge can be completed on board the ship.

6151. Ships and stations outside the continental limits of the United States will transfer men who are to be discharged or released from active duty to the nearest receiving ship in the United States where they will be released in accordance with the provisions of Chapter IX of these instructions.

6152. When men are transferred from vessels abroad and sent home for discharge, their service records and pay accounts invariably shall bear such data, properly certified, as will enable officers on home stations to pay such men on discharge the one quarter additional pay to which they are entitled. Also, whenever men are sent to the United States, via Army transport, notation to that effect shall be entered in their service records.

6153. When men are transferred to receiving ships or shore stations for discharge or release from active duty, they must have sufficient clothing for their health and comfort while awaiting discharge or release.

6154. When a man is to be discharged prior to the expiration of his enlistment or enrollment by reason of undesirability, inaptitude, or bad conduct, or is to be dishonorably discharged, and he has insufficient funds to reach his home, he shall be transferred to the receiving ship or naval station nearest his home for discharge. Individuals who desire discharge from the ship or station, as the case may be, who will waive transportation as directed herein,

may be discharged at the ship or station concerned, provided transportation is waived in writing and a copy securely attached to the service record in every instance. Recruiting stations are not considered as naval stations within the meaning of the above. Before making such transfers commanding officers will see that the provisions of paragraphs 8312 and 8313 of these instructions are complied with, and that a letter explaining the circumstances in each case is forwarded to the commanding officer of the ship or station to which the man is transferred for such discharge (copy to Bureau of Navigation).

6155. When men are transferred from one command to another for undesirable, bad conduct, or dishonorable discharge, the papers mentioned in article 3583, Navy Regulations, shall be transmitted by registered mail to the command where discharge is to be effected, accompanied by a forwarding letter and a copy of the written orders given the men, unless the men are transferred under guard, in which case the above papers shall be intrusted to the petty officer in charge of the party.

6160. **Transfer of hospital corpsmen.**—All men who are enlisted as, or change their rating to, hospital apprentice, will, immediately upon enlistment or change of rating, be transferred to the nearest Hospital Corps training school for instruction, without further authority.

6161. When commandant, commanding officer of a receiving ship, or other commanding officer makes a detail of hospital corpsmen to a ship to which no medical officer is attached, he should detail a pharmacist's mate, first class, or a chief pharmacist's mate, and if no hospital corpsman is available in either of these ratings, a request should be made to the Bureau of Navigation, via the Bureau of Medicine and Surgery.

6162. Members of the Hospital Corps below the rating of pharmacist's mate, first class, shall never be assigned to duty independent of a medical officer, as they lack the experience and qualifications necessary therefor, and are fitted only to work under the direction of a medical officer. The Bureau of Medicine and Surgery has endeavored to establish a high standard of efficiency for the upper ratings of the Hospital Corps and the commanding officer of a ship having no medical officer may ordinarily rely on a chief pharmacist's mate or pharmacist's mate, first class, for valuable assistance in first aid work when more skilled medical talent can not be secured. In the absence of a medical officer the supervision of the physical welfare of the crew must devolve largely upon the commanding officer whose experience, general education, sound judgment, and superior mental training make him better fitted to assume responsibility in emergency than the recently recruited hospital corpsman, even though the latter may possess some rudiments of first aid and nursing.

6163. The Bureau of Medicine and Surgery does not offer the chief pharmacist's mate or pharmacist's mate, first class, as a substitute for a qualified medical officer but rather as a first aid man who can relieve the commanding officer of most if not all of the detailed management of the sick or injured. The difficulty of providing the right kind of hospital corpsman for this sort of duty independent of a medical officer is great, owing to the large demand and the length of time required for the development of such personnel. The need has so far been met by the Bureau of Medicine and Surgery and will be met with an increasing degree of success in the future.

6164. The Bureau of Medicine and Surgery considers that it would be better in every way for a small vessel to put to sea without any member of the Hospital Corps on board than to detail to one of them men liable to attempt medication beyond their capacity. A mistake in dosage or in minor surgery might have serious consequences to individual members of the crew and would inevitably bring great discredit not only upon the Medical Department but upon the entire service, and the Bureau of Medicine and Surgery must decline to be responsible for hospital corpsmen below the rating of pharmacist's mate, first class, when on duty independent of a medical officer.

SPECIAL DETAILS.

6200. **Shore duty in general.**—Complements of receiving ships, station ships, Naval Reserve ships, yard craft (including tugs), and naval stations shall be composed, as far as practicable, of men having had long service in the Navy.

6201. Men must not be retained at shore stations (other than on recruiting duty) for a period longer than 18 months, provided there are suitable reliefs available who desire the duty. (By suitable is meant men who are qualified for shore duty in accordance with the previous paragraph.) Exceptions to this may be made in cases of chief petty officers, bandsmen, and men of the commissary and messman branches, for whom the period of shore duty may be regarded as two years.

6202. All men of 25 years' service or more assigned to receiving ships or shore stations shall be placed on the crew roll and shall not be carried in excess of complement unless their ratings are already filled by men of at least 25 years' service. If men of this length of service are capable of filling billets in ratings other than those held by them, they shall be assigned to those billets, and the men of those ratings with less than 25 years' service shall be placed on general detail or sent to the nearest receiving ship for general detail.

6203. Bandsmen should not be retained on shore stations longer than two years, and should be relieved at the end of that time by men entitled to shore duty, provided they are available and desire such duty. Men serving at shore stations who are capable of performing duty on cruising vessels, who have had less than 25 years' naval service, shall in every case be considered available for sea duty after two years' service at such shore stations, and, without further instructions, shall be so reported or placed on general detail. No requests for further extensions will be considered unless very unusual circumstances make further extensions advisable.

6210. **Trade schools.**—No enlisted man is detailed to one of the bureau's trade schools except upon the recommendation of his commanding officer or when upon reenlistment he fulfills the requirements of the Navy Regulations or of these instructions governing such details and then only on official application by the man himself; and men who make such requests must be informed that should they complete the course at any trade school they will not be furloughed or discharged by purchase or special order during their current enlistment.

6220. **Recruiting duty.**—To be eligible for recruiting duty men must have excellent records in all respects, and must be recommended for such duty by reason of conduct, zeal for the service, and general appearance. Preference will be given to men of long service and to men who have previously served as members of ship's recruiting parties.

6221. In recommending men for recruiting duty at shore stations, commanding officers should recommend only men possessing particular qualifications for this special duty. The following are the qualifications desired:

(*a*) Strength of character, as evidenced by observation of the applicant's habits and daily life on board ship.

(*b*) Consistent good conduct.

(*c*) Consistent sobriety.

(*d*) Pleasing personality, as evidenced by observation of the applicant's manner of address, conversation, and his degree of popularity on board ship.

(*e*) Ability to converse intelligently on general and naval subjects.

(*f*) Fair degree of education to include good legible handwriting and general knowledge of current events.

6230. **Naval Reserve vessels.**—The manner of performance of duty, efficiency, conduct, and appearance of men attached to Naval Reserve ships are followed by the Naval Reserve as models of the naval service; for this reason men in their first enlistment should not be recommended for this duty.

6231. Before transferring regular Navy men to Naval Reserve vessels for duty, it is desired that the names of the men recommended be forwarded to the

bureau, in order that it may be determined from their records whether or not they would be desirable men for this duty. Men so detailed will serve for 18 months, except 25-year men, who will be permanently detailed, unless sooner removed for cause. As far as practicable, changes shall not be made in the regular Navy personnel of Naval Reserve vessels between April 1 and October 1.

6240. **Chief petty officer instructors at naval training stations.**—Chief petty officer instructors of apprentice seamen are detailed for duty at naval stations in accordance with the complements allowed in paragraph 3002 of these instructions. To be eligible for this detail, chief petty officers must have all the qualifications enumerated in paragraphs 4,500 to 4,503, inclusive, of these instructions.

6250. **Navy bands.**—Navy bands or members thereof, including the band at the Naval Academy, Annapolis, Md., shall not receive remuneration for furnishing music outside the limits of military posts when the furnishing of such music places them in competition with local civilian bands.

LIBERTY, LEAVE, AND FURLOUGHS.

6300. **Liberty.**—Authorized absence for less than 48 hours should be construed as "liberty," for 48 hours or over as "leave." Entry shall be made on proper page in service record stating amount and dates of leave.

6301. In sending liberty parties from ships alongside docks at navy yards, much petty annoyance and unnecessary delay to men going on liberty can be avoided by checking men out by divisions and permitting them to march off at once under the charge of a petty officer. It is not necessary to have them checked at the gates of a navy yard either coming in or going out. In visiting between ships at a navy yard the detailed supervision over the men which too often appears on shipboard can be avoided, with the saving of vexatious delays, by permitting visiting parties to be made up under the charge of a petty officer, who will be responsible for them, avoiding the unnecessary checking of names on two ships. The spirit of the above may be extended in many ways on shipboard without the subversion of military discipline and with saving of time and annoyance.

6310. **Leave.**—Commanders in chief, senior officers present, and commanding officers are authorized to grant leave of absence to enlisted men whose services can be spared, not to exceed 30 days, exclusive of travel time, in any one calendar year, except in an emergency, when, in their discretion, additional leave may be granted. Applications for leave or extensions of leave must be made to the immediate commanding officer. Men should be instructed not to apply to the Navy Department for extensions of leave, but should apply to their commanding officer, and the practice of placing on leave papers a notation to the effect that requests for extensions of leave will not be considered and must not be made, must be discontinued. Leave to enlisted men should be so distributed throughout the year as to maintain the available force on board at a maximum when most needed. It is suggested that during an overhaul period at a navy yard the deck force can often advantageously be given leave, while there are many periods of preparation for target practice, or while engaged in certain exercises, that the engineer force may well be granted leave.

6311. In order to relieve congestion at the various naval hospitals, commandants of all districts, navy yards, and naval stations within the continental limits of the United States, and the medical officer in command, Naval Hospital, Fort Lyon, Colo., are hereby authorized to approve recommendations of boards of medical survey in advance of the bureau's approval and grant 30 days' sick leave to enlisted men of the Navy, and an extension of 30 days when considered necessary. When such action is taken in any case, the medical survey showing the commandant's action should be forwarded in the regular manner.

6312. All honorably discharged men who reenlist within four months from date of discharge, may be granted 30 days' leave, without travel time, and such men reenlisting on board any vessel may be given orders to report back on that vessel or to a receiving ship for general detail upon expiration of leave. Men reenlisting at any shore station and entitled to leave should be given it, to report at expiration thereof to a receiving ship for general detail.

6313. Filipinos holding honorable discharges from vessels, other than those in the Asiatic Fleet, who reenlist in the Philippine Islands, within four months from date of discharge, may be granted 30 days' leave before being required to report for duty, as outlined in above paragraph.

6314. Commanding officers are authorized to grant 30 days' leave to men discharged from the Army or Marine Corps who enlist on board within four months after discharge. This leave must be given immediately upon enlistment and prior to transfer to a training station or receiving ship, provided the ship is not expected to sail for a distant port. In the latter case, leave should be granted as soon thereafter as practicable.

6315. In order that district communication superintendents may be in touch at all times with the personnel in their respective districts, and that they may know the number of operators actually present at any time, the bureau directs that, in those districts within the continental limits of the United States where district superintendents are regularly assigned by the bureau's orders, requests for leave by enlisted men attached to the naval radio shore stations shall be submitted via their district communication superintendents.

6316. Men on leave should be requested to visit recruiting stations in their home towns and to advise their friends and other young men who are interested in the Navy to call on the recruiting officers and talk over the question of enlistment.

6320. **Furlough without pay.**—The Secretary of the Navy is authorized to grant furlough without pay to enlisted men for a period covering the unexpired portion of their enlistments: *Provided*, That such furlough be granted under the same conditions and in lieu of discharge by purchase or by special order of the department. Enlisted men so furloughed shall be subject to recall in time of war or national emergency to complete the unexpired portion of their enlistments and shall be in addition to the authorized number of enlisted men in the Navy.

6321. This provision does not necessarily take the place of discharge by special order, but it is entirely optional on the bureau's part. Accordingly the bureau will hereafter use discretion as to whether the man will be furloughed or discharged by special order. All requests for furlough without pay should be under the same conditions as have applied heretofore to discharge by special order.

6322. It should be carefully explained to all men that furlough without pay is a privilege and not a right and that it will be granted only when the efficiency of the service will not manifestly be impaired. Applications made with the manifest purpose of avoiding duty on particular ships or stations will not be considered.

6323. Affidavits and corroborative evidence are not required in cases where men apply for furlough without pay, except to show the existence of destitute circumstances or extenuating conditions existing in applicant's family.

6324. Men who have completed the course of recruit training at training stations are not eligible for furlough without pay between dates of completing course and one year after enlistment; other first-enlistment men are not eligible for furlough without pay during the second six months of their enlistments.

6325. Men who complete a course of instruction in any service trade school are not entitled to furlough without pay or discharge by special order during the balance of the enlistment in which the course is completed. A man who applies for instruction in any service trade school shall be informed of the above and required to sign a statement that he has no intention of requesting furlough without pay or discharge by special order during current enlistment,

and that no reason exists or can be anticipated as to necessitate such discharge.

6326. A man whose request for furlough without pay has been authorized must take advantage of the authority granted within five days after receipt on the station or ship on which the man is serving, otherwise the authorization will be considered by the commanding officer as canceled.

6327. When a man is furloughed without pay for the balance of his enlistment in accordance with authority from the Navy Department, the service record, with explanatory note, will be forwarded to the commandant of the district in which he resides, and the man must be advised on delivery of furlough papers to keep the commandant informed of any change of address during the unexpired portion of his enlistment. The accounts of a man on furlough without pay should be forwarded to the Auditor for the Navy Department and transcript of record showing that the man has been placed on furlough without pay should be sent to the Bureau of Navigation.

6328. No man who is on furlough without pay shall be returned to active service or reenlisted without express authority from the Bureau of Navigation in each individual case. Men who are so reenlisted must execute shipping articles for full period of four years, the same as any regular enlistment.

6329. Men on furlough without pay are not entitled to wear the uniform, and they should be so advised when they are handed their furlough papers.

REPORTS OF TRANSFER.

6400. **Necessity for reports.**—Whenever the status of an enlisted man is changed by reason of transfer, change of rating, or for any other reason, the bureau will be promptly informed on the proper form. The bureau is constantly being called upon for information concerning location, ratings, etc., of enlisted men. The records of the bureau must show at all times the ship or station to which each enlisted man is attached in order that intelligent replies may be made to the numerous inquiries received. In cases of losses of vessels or similar disasters these records must be relied upon to give correct information to the relatives of the survivors and the lost. Attention is called to Form N, Nav. 16, which gives a complete list of forms now required. If this form is not now on hand, make immediate request for a supply. Instructions are given on each form as to what information is required and how it shall be given.

6410. **Form N. Nav. 8.**—All reports of men received, transferred, disrated, discharged, who have died or deserted, or whose ratings have been changed, must be forwarded daily in duplicate on Form N. Nav. 8, the duplicate being the carbon copy on the perforated form. As the slips of the perforated carbon copy are separated on receipt in the bureau and filed in the individual jackets of the men concerned, it is necessary in making out the form to enter the present station of each man immediately under his name.

6411. Attention is called to the necessity of forwarding this form promptly in order that the bureau's files may be kept up to date. Whenever a man is transferred there should be two forms on file in his jacket, one reporting his transfer and another recording his receipt at the new station, thus making a double check on his whereabouts.

6412. The attention of all commanding officers is called to the fact that the accuracy of the bureau's records, in so far as the status of the enlisted personnel is concerned, depends entirely upon Form N. Nav. 8 and the muster roll. Considerable trouble and unnecessary work have been caused by carelessness in the preparation of these forms. In preparing them the service numbers should in all cases be given, as well as all other data called for. Names must be spelled accurately, and in all cases the first name must be spelled in full.

6413. For the purpose of securing uniformity in abbreviations indicating changes in the status of enlisted personnel the following shall be used in preparing Form N. Nav. 8 and muster rolls. All changes should preferably be

written out in full, but where this is impracticable the abbreviations must be strictly adhered to:

Received	Rec.
Transferred	Tran.
Deserted	Des.
Change in rating	C. R.
Died	Died.
Detached duty	Det. D.
Retired	Ret.
Furloughed	Fur.
Released from active duty	R. A. D.
Recalled to active duty	Rec. A. D.
Extended enlistment	Ex. En.
Enlisted on board	En. O. B.
Reenlisted	Reen.
Honorable discharge	Hon. Disc.
Ordinary discharge	Ord. Disc.
Inaptitude discharge	Inap. Disc.
Unfitness discharge	Unfit. Disc.
Undesirable discharge	Und. Disc.
Dishonorable discharge	Dish. Disc.
Bad-conduct discharge	B. C. Disc.
Physical-disability discharge	Disc. M. S.
Discharge by special order of the Secretary of the Navy	Sect. Ord. Disc.

6414. The use of Form N. Nav. 8 does not abrogate the making of any of the reports now required to be made on Form N. Nav. 21 and no reports other than those specified shall be made on the former.

6415. The following special instructions shall be followed in connection with the forwarding of Form N. Nav. 8:

(*a*) A daily report must be made if any change occurs; if no change occurs during a day the report will not be made, but the report made on the first succeeding day on which a change does occur, shall bear the notation, "No changes since _____, date of last report." As a check on the receipt of these reports in the bureau, each ship or station will number its reports serially, beginning with the first report of each year as No. 1; this number to be placed in the upper right-hand corner of Sheet 1.

(*b*) In order that the bureau may know accurately the disposition of all men it is required that Form N. Nav. 8 show changes between stations in a district as well as changes to stations outside the district. In reporting changes of address to the bureau, the old address should be submitted as well as the new, to facilitate identification.

(*c*) Form N. Nav. 8 will be submitted annually on 31 March for each man attached to a ship or station. This report will show that the man is on board the ship or station concerned and will be submitted with the quarterly muster roll prepared for that date.

(*d*) Receiving ships must report on this form the transfer of men to transporting vessels for duty outside the United States and all vessels must report on this form the final disposition of passengers.

(*e*) Ships being placed out of commission must forward Form N. Nav. 8 for each man on board, showing what disposition has been made of him.

(*f*) All shore stations receiving enlisted men landed as the result of mishap to their vessel will report on this form their receipt and, as it occurs, their disposition.

6420. **Muster rolls.**—Form N. Nav. 5 (muster roll) has been revised and only this revised form will be used.

6421. All muster rolls will be typewritten, except those submitted by stations and vessels not allowed typewriters. Only the necessary number of pages to give data required should be used. The provisions of paragraphs 6412 and 6413 of these instructions must be strictly carried out in preparing muster rolls.

6422. Muster rolls will be submitted regularly as follows:
1. When crew is received at commencement of commission.
2. At the expiration of each quarter.
3. At the expiration of commission.
4. Upon being recommissioned.
5. When a crew is relieved during a commission.

6423. The instructions given below shall be followed carefully in making out muster rolls:

1. The muster roll must contain the names of all enlisted men on board, received, tranferred, discharged, deserted, or died during the quarter, or to date of roll.

2. All enlisted men must be designated by number as well as by name.

3. All information required by the several columns must be furnished with the following exceptions: Columns number 8 and 9 need not be filled in if the men are shown on the preceding roll unless there has been a change in their status.

4. These instructions are to be followed by all receiving ships, naval stations, and cruising vessels.

5. Commandants of naval districts will submit muster rolls at times required in the following manner: Each section or unit having its own disbursing officer shall submit through the commandant its own muster roll. Each floating section or unit must forward through the commandant its muster roll. The district roll must therefore include all remaining enlisted men attached to the district and shall be made out alphabetically and the section or unit to which the man is attached entered in column 10. In all muster rolls the class must be indicated after the name of each man.

6. After the roll has been properly made out and certified to by the executive officer and signed by the commanding officer, it must be secured between the binder boards provided for that purpose, placed in the special envelopes and forwarded to the bureau.

DETAILED INSTRUCTION FOR PREPARING MUSTER ROLL.

6424. **Forwarding sheet.**—The several blank spaces on the first or forwarding sheet of the muster roll are to be correctly filled in the following manner:

1. By the name of the vessel or station submitting the roll.

2. Date covering entries in muster roll, if the roll is prepared to cover a quarter, a date later than the last day of the quarter must not be given in this space.

3. Number of pages comprising the roll must always be stated in this space If the roll contains 35 pages, the number, 1 to 35 must appear. This will enable the bureau to know that all of the report has been received.

4. Certificate: The signature of the executive officer must always be attached to the certificate, and when this is omitted it will be necessary to return the muster roll.

5. The commanding officer must approve the muster roll and affix his signature. The date of his approval does not have to agree with the date covered by the roll.

6. Forwarded: In this space will be noted the date the roll was forwarded to the bureau and, if a ship, its location at time roll is forwarded.

It is only necessary that one forwarding sheet accompany each muster roll, **but one must always accompany each roll.**

Additional sheets.—The additional sheets are arranged to be used on both sides, and are divided into columns. Columns 1 to 6 are on the first side of the sheet and each column is headed with its number and the information it should show.

Column 1: This column is provided for the name of the enlisted man. It is to be arranged strictly alphabetically, without regard to rating or branch of

service. The surname is to be placed to the left and the first name always written in full.

Column 2: This column is provided for the service number, and under no circumstances will it be omitted. Because of the number of men in the service with the same name, rate, date of enlistment, and place of enlistment, and sometimes on the same ship or station, the bureau can not rely upon this information alone to accurately identify its men, and for this reason the system of numbering the enlisted men was adopted. Therefore, never omit the service number of an enlisted man when preparing this report. If there are any men on board who have not been assigned a service number, report this fact immediately to the bureau and a number will be assigned.

Column 3: Rating at date of last roll. The information required by this column is essential and must never be omitted.

Column 4: Rating at date of receipt, etc. The information required by this column is explained by the heading of the column, and should never be omitted.

Column 5: Date of enlistment. The date of enlistment as shown by this column must agree with dates on the shipping article and service record of the man, and it must always be the date of last enlistment.

Column 6: Place of enlistment. It is intended that this column shall show the exact place of enlistment. If at a recruiting station, the name of the city or town in which the station is located should be given; if aboard a naval vessel, the name and the location of the vessel must be given with a note made that he enlisted on board.

Column 7: Branch of service. This column must show whether the man is of the regular Navy or Naval Reserve. In the case of reservists, the class must be given.

Column 8: This column is intended to show all changes occurring as a result of men received, transferred, deserted, discharged, change of rating or death, or any other change that could possibly occur in the status of an enlisted man. As many lines as there are changes should be used in preparing the roll. If a man is received one date, use a line to report his receipt; if his rating is changed another date or the same date, use another line to report this change, etc. Only the authorized symbols are to be used in making up this roll to report occurrences. It is not necessary to report the receipt or place from where received in the cases of enlisted men when this information has been given in the preceding roll, but if there has been a single change in his status it must be noted.

Column 9: Date of occurrences in column 8. This column is provided to show the date that changes occur in the status of enlisted men and must never be omitted.

Column 10: This column is intended to show all that is required by the heading, and, in addition to the specific information required by the heading, it is also to be used as a remarks column and for any other purpose not herein mentioned that will enable the bureau to know with absolute accuracy the exact status of the enlisted man in question.

6430. Crew and passenger lists of vessels sailing for distant service.—In all cases of vessels sailing for distant service, crew lists shall be submitted immediately before sailing. In addition to the crew lists a complete list of all enlisted personnel taking passage should be submitted by the commanding officer prior to the sailing of the vessel. In case men are placed on board a vessel other than a naval vessel, the commanding officer of the receiving ship or the commandant of the naval district by whose orders the men were placed on board the vessel must submit immediately a complete list of names of the men being transferred. In submitting this list it should be plainly addressed to the Bureau of Navigation (for enlisted personnel).

6440. Reports of personnel on receiving ships.—Receiving ships, station ships, and shore stations shall make semimonthly reports to the bureau on Form N. Nav. 25. This report may be made on one or more sheets, a separate sheet being used for each of the various units making up the station detail. On the

back of this report shall be given the names of all men having less than 25 years' service who have been on the station for a period of 18 months or longer, together with the date of reporting and date of expiration of enlistment. In cases where men are received from other shore stations or receiving ships, the date of reporting should be the date of reporting on the previous station. Where men reenlist on a station ship or receiving ship and are retained for duty by the bureau's authority, the date of reporting should be the date on which they reported on previous enlistment and not the date of reenlistment.

6441. The commanding officer of a receiving ship or station ship shall satisfy himself that Form N. Nav. 61 includes every man available for general detail; if any man on general detail should be unavailable for immediate transfer for any reason, a notation to that effect, showing the cause of unavailability should be placed on the back of the form.

6450. **Reports to other bureaus.**—All naval districts are furnished with Form N. Nav. 31, which shall be forwarded monthly in duplicate by each radio station, the original to the director of naval communications, and the copy to the Bureau of Navigation.

6451. When the rating of a hospital corpsman is changed to that of another branch of the service, or when any hospital corpsman is transferred, the Bureau of Medicine and Surgery will be informed on Form N. M. S. H. C. 3. When any hospital corpsman is advanced in rating the Bureau of Medicine and Surgery will be so informed on Form N. M. S. H. C. 1.

CHAPTER VIII.—DISCIPLINE.

ADMINISTRATION OF DISCIPLINE.

7000. **Officers authorized to administer oaths.**—In addition to officers authorized by the Navy Regulations to administer oaths, commandants of districts and executive officers of all naval vessels and naval training stations, and officers second in command of naval districts and stations may administer oaths required by law and for other purposes of naval administration.

7010. **Reserves on inactive status subject to naval discipline.**—Reservists appearing in the uniform of the Navy, whether on active duty or not, are subject in all respects to all the laws, regulations, and orders of the Navy, in the same manner as men of the regular Navy.

7020. **Men of regular Navy on Naval Reserve vessels.**—Regular Navy men attached to a Naval Reserve vessel to which no commanding officer is assigned, are under the jurisdiction of the commandant of the naval district in which the vessel is located.

DESERTERS AND STRAGGLERS.

7100. **Stragglers.**—No man who absents himself from his ship when it is about to sail, or who overstays his leave or liberty until after his ship has sailed, shall be declared a deserter by the commanding officer of that ship, except as provided for in paragraphs (1), (2), and (3) of article 3632, Navy Regulations, and as directed in paragraphs 7110 and 7111 of these instructions.

7101. If there is any doubt as to whether or not a man in the above category intended to return, the following steps shall be taken by the commanding officer of the ship from which any such man is absent:

(*a*) A summary of the above-mentioned facts in the form of a report similar to that required by article 3640, Navy Regulations, shall be forwarded to the Bureau of Navigation before the ship leaves port. This entry and report shall be made when the unauthorized absence is discovered and in any event before the ship sails.

(*b*) The service record, personal effects, and pay accounts of the straggler shall be retained on board. The personal effects shall be collected, inventoried, and placed in safe-keeping. An entry of the facts shall be made in the ship's log, and a notation made on the pay roll, as required by article 3632 (7), Navy Regulations. The vessel thus will sail carrying on board all records, accounts, and effects of the straggler.

(*c*) Upon receipt of the reports required by paragraphs below, the bureau will immediately issue appropriate instructions in regard to forwarding the service records, pay accounts, and effects to the station or ship where the straggler is held In addition, however, and as a means of finally disposing of all such cases, the commanding officer, upon the arrival of the vessel at the next United States port, shall submit telegraphic request to the bureau for instructions as to the cases of all men who were stragglers from the last sailing.

(*d*) The bureau will promptly issue explicit instructions in regard to each such case.

7110. **Deserters.**—In cases where it can be proved that a man has absented himself without leave from a ship which is about to sail and manifestly does not intend to return, his service record and accounts shall be closed out as for desertion in the prescribed manner; the service record shall be forwarded to the Bureau of Navigation, and the accounts to the deserters' roll, in the last mail sent ashore before sailing.

7111. When a man deserts, an entry as to the facts in connection with the unauthorized absence shall be made on pages 8 and 9 of the service record. It is essential that this entry be definite and concise as to the date and hour unauthorized absence commenced or as to the date and hour that liberty or leave expired, and as to the fact of failure to return. Any other ascertainable facts from which intent to return or to desert might be deduced shall be included. This entry shall be signed by the commanding officer, but the phrase "declared a deserter" shall not be a part of this entry on page 4 or elsewhere at this time. The entry as to facts shall be made when the unauthorized absence is discovered.

7112. In case the bureau should direct that a straggler be declared a deserter, the commanding officer shall then carry out the provisions of article 2121 (2), Navy Regulations, close the man's accounts and forward them to the deserters' roll, and make appropriate entries of desertion on pages 4–5 and 8–9 of the service record. The entry "R" on page 4–5 and the notation "Declared a deserter (date)" on page 8–9 are appropriate and prescribed; but it is emphasized that these are separate and distinct entries from that which sets forth on page 8–9 the facts in connection with the unauthorized absence. The date of desertion shall be determined in accordance with the provisions of article 3632 (6), Navy Regulations. The complete service record will then be forwarded to the bureau. It must have a note on it showing amount of insurance and amount and date of last checkage. On continuous service certificates this note should be placed in red ink on the line under "pay officer's certificate."

7120. **Men surrendering.**—Enlisted men of the Navy and Naval Reserve, who report at main recruiting stations prior to expiration of furlough, or within 24 hours after expiration of furlough, or such men who have missed train connections, may be furnished transportation by recruiting officers to their proper stations. In all cases a statement of the expense involved, and the facts in the case, will be furnished the commanding officer concerned, with a request for checkage of the amount against the accounts of the man concerned. The facts of surrender and the action of the recruiting officer will also be reported to the bureau without delay. In the case of a deserter or straggler who surrenders himself at a main recruiting station, the recruiting officer will conduct an appropriate investigation and, if the attendant circumstances appear to warrant such action, will furnish the man with transportation to his ship in the case of a straggler, or to a receiving ship in the case of a deserter, placing him under arrest, if necessary. The recruiting officer will also notify the commanding officer concerned of the action taken, furnishing a statement of the expense involved and the facts in the case, request a checkage of the man's account, and submit appropriate report of the action taken to the Bureau of Navigation.

7121. When stragglers report on any vessel in commission the commanding officer of such vessel shall immediately inform the commanding officer of the vessel to which the straggler was attached by letter, and request instructions as to the disposition of such man.

7122. Commanding officers of stations and ships shall report on Form S. & A. 228 to the Bureau of Navigation as soon as possible after the delivery or surrender of deserters and upon the reporting of stragglers.

7123. When deserters or stragglers from the Navy surrender or are delivered at any navy yard or naval station where a permanent, general court-martial is established, a report of such surrender or delivery shall be made at once to the Bureau of Navigation by dispatch. This message shall contain the full name of the enlisted man, his rating, date of surrender or delivery, the name of the

vessel from which he deserted, and the approximate date of such desertion. Such men shall not be placed in confinement, confined under sentry's charge, or in irons, unless, by reason of their own misconduct, such action is necessary.

7124. Permanent general courts-martial are now established at each of the following places: Navy yards:—Boston; Portsmouth, N. H.; New York; Charleston; Philadelphia; Norfolk; Puget Sound; Mare Island. Marine barracks:—Parris Island, S. C.; Quantico, Va. Naval stations:—New Orleans, La.; Key West, Fla.

7125. Commandants of districts, navy yards, and naval stations, and commanding officers of receiving stations and receiving ships, and of naval vessels, to whom stragglers from cruising vessels may surrender or be delivered, shall make every effort to cooperate with the commanding officers of those vessels, and with the bureau, so that papers may be traced, records, pay accounts, and effects forwarded, and cases disposed of. The reports required by paragraphs 7120 to 7123, inclusive, shall in all cases be forwarded to the Bureau of Navigation immediately upon the return of any straggler to naval jurisdiction.

7130. **Rewards.**—With reference to the case of deserters who are apprehended, the bureau authorizes their acceptance from civil authorities by recruiting officers, and for this purpose main recruiting stations will be considered in the category of naval stations as indicated on the offer of reward. If the civil authority delivering a deserter has satisfactory documentary evidence of an offer of reward, such reward may be paid directly by the recruiting officer, and this documentary evidence will be attached to the public bill as a supporting voucher covering the accounts of the recruiting officer. If such evidence is not held by the civil authority, the recruiting officer will take necessary steps to insure the safe-keeping of the deserter and will ascertain from the bureau if such reward is to be paid. The payments of such rewards will be charged against the appropriation "Transportation Navigation," and a request for checkage against the man's accounts and credit to "Transportation Navigation," will be made to his commanding officer. A notation will be made on the public bill that checkage has been requested and a copy of this public bill should be furnished the supply officer, who is requested to make this checkage.

7131. No descriptions and offers of reward for deserters and stragglers are to be sent to the Hamilton Detective Agency, at New York.

7140. **Records of deserters.**—Service records of men who have been declared deserters should be forwarded at the earliest possible moment. Continuous service certificates, both old and new forms, of deserters, are to be forwarded to the bureau, but no notation of any kind regarding desertion should be made thereon.

7141. It frequently happens that service records are received in which the dates of desertion are at variance, rendering them useless as evidence before a court. The date of desertion of a man absent over leave must be the date on which his leave expires, and of a man who is absent without leave, the date he left his station, and in all cases the date on the last page of the record must agree with the date in the body of the record.

MEN FOR TRIAL.

7200. **Bureau's policy.**—It is desired to reduce the number of men held in detention or in confinement at the several navy yards, naval stations, and receiving ships, and to expedite disposal of the cases of all such men by cooperation between the commanding officers concerned, the Bureau of Navigation, and the office of the Judge Advocate General.

7210. **Reports of men awaiting trial.**—In order to assist in expediting the disposal of cases of men held in detention or confinement, each commandant of a navy yard or naval station, and each commanding officer of a receiving ship, at which men are thus held in confinement or in detention, will prepare and forward to the Bureau of Navigation, a "Weekly report of prisoners and deten-

tioners." This report will contain lists of names of such men, which together with necessary data, will be grouped separately in the following classes:

(*a*) CLASS 1. "*Awaiting instructions.*"—Men whose cases have been reported to the department or other convening authority, and who are being held in detention pending the arrival of instructions in their respective cases. The following data will be furnished for this class:

(1) Full name and service number.
(2) Rating.
(3) Date received at station.
(4) Last ship or station.
(5) When first confined pending determination of case.
(6) Date case reported to convening authority.

(*b*) CLASS 2. "*Awaiting papers.*"—Men in whose cases instructions have been received; but whose service records or pay accounts have not been received, and who are being held in detention pending the arrival of these papers. In this class include men whom the commanding officer has been directed to try by summary court-martial or by deck court or to discharge as undesirable or to restore to duty, if such action as has been directed is prevented or delayed due to lack of necessary records or papers. The following data will be furnished for this class:

(1) Full name and service number.
(2) Rating.
(3) Date received at station.
(4) Last ship or station.
(5) When first confined pending determination of case.
(6) What instructions received this case.
(7) What papers necessary to take action directed.

(*c*) CLASS 3. "*Awaiting trial.*"—Men for whom charges and specifications have been received, whose papers are at hand and who are held in detention or confinement awaiting trial. In order that this classification may be definite and exact, it will be noted that the commanding officer holding a man must be informed of the arrival of charges by the judge advocate of the court by whom the charges are received. The following data will be furnished for this class:

(1) Full name and service number.
(2) Rating.
(3) Date received at station.
(4) When first confined pending determination of case.

(*d*) CLASS 4. "*Awaiting final action.*"—Men who have been tried by general court-martial and who are being held awaiting final action by the department or other convening authority. Cases have occurred in which the final action has been delayed due to lack of cooperation and resultant miscarraige of letter promulgating sentence or directing restoration to duty. The following data will be furnished for this class:

(1) Full name and service number.
(2) Rating.
(3) Date received at station.
(4) When first confined pending determination of case.

(*e*) Commanding officers having knowledge of cases in which any man may occupy a peculiar status not covered by the above classification, shall report such cases, furnishing necessary information and submitting recommendations, as may be appropriate in each such case.

7211. The report shall be prepared as a statement of conditions existing at Saturday morning muster, and shall be forwarded in triplicate by special delivery as soon as complete. The data contained in the classified written report shall be summarized and transmitted to the Bureau of Navigation by despatch, which shall be sent out Saturday night, in substance as follows:

"Weekly report detentioners, class 1, awaiting instructions (number); class 2 awaiting papers (number); class 3 awaiting trial (number); class 4 awaiting

final action (number); total prisoners at large (number); total confined (number)."

7212. Special attention is invited to the necessity for cooperation on the part of all concerned so that the classified lists may be kept up to date ,and that correct reports, which set forth the situation as it exists and not merely the changes since the previous report, may be submitted. It is considered undesirable, in the interest of the men concerned and of the service in general that unnecessary or unduly prolonged restraint be imposed upon men who are being held in detention. In general, men of classes 1 and 2 shall be restricted as prisoners-at-large rather than kept in confinement; and they shall not be placed in solitary confinement nor under sentry's charge unless by reason of their own misconduct, such action is necessary.

7220. **Soldiers' and Sailors' Civil Relief Act.**—On March 8, 1918, the President approved the Soldiers' and Sailors' Civil Relief act which is intended to protect men in military service and their families from undue hardship due to their inability to attend to their business obligations and property rights during the period of the war.

7221. The provisions of the act are too numerous to set forth in detail. In order that all men in the Navy may be advised of the benefits of the act, the bureau has sent copies of the law to all commanding officers and such additional copies as are needed will be supplied upon request. Men aboard ship and at shore stations shall be informed as far as possible as to the provisions of the act and their rights thereunder and it is suggested that if possible in each unit or force an officer who has had legal training be appointed to advise any men who are in need of help and assist them in preparing such statements of their cases as may be necessary to bring them to the attention of the proper parties.

7222. Arrangements have been made to secure the services of legal advisory boards numbering some 4,600 organizations throughout the country to assist in getting for the men in the Navy and their families the rights and benefits to which they are entitled under the provisions of the act. These boards have very uniformly pledged their services gratuitously and through this medium the enlisted men will be enabled to have, free of cost to them, direct representation in any court where a law suit arises under the provisions of the act. The bureau now has on file the names and addresses of all legal advisory boards, and any man whose situation is such that it comes under the provisions of this act may submit his case in writing to the bureau through the usual official channels and it will be further referred to the nearest legal advisory board with the request that an attorney be nominated to represent the man in the proper court jurisdiction in order that his rights may be protected.

7223. Commandants of naval districts and shore stations and commanding officers may, in any case where the address of the proper legal advisory board is known, refer such cases as are necessary direct to such board without reference to the bureau.

7224. In order to expedite action and avoid correspondence all facts, names, dates, description of property, etc., should be given fully in the first communication. To insure this, it is desirable that such cases should pass through the hands of some officer who has had legal training in order that the data which is usually needed in a law suit may be set forth fully.

PUNISHMENTS.

7300. **Stoppage of pay for disease or injury due to misconduct.**—The provisions of the act of August 29, 1916, providing for stoppage of pay of enlisted men in the naval service for absence from regular duties on account of sickness or disease resulting from any intemperate use of drugs or alcoholic liquors or for other misconduct, was modified by the act of July 1, 1918, which provides for the stoppage of pay of men who are absent from regular duties on

account of injury coming within the purview of the above-mentioned statute where such injury was incurred subsequent to July 1, 1918, and any man who on or after July 1, 1918, has been absent or may hereafter be absent from duty on account of such injury, is not entitled to pay, as distinguished from allowances, for the period of such absence.

7301. In order that no injustice will be done to men coming under the provisions of these acts and their pay will not be stopped for a longer period than is absolutely necessary, it is imperative that medical officers make every effort to return enlisted men to duty as soon as they have recovered and are fit for duty.

7302. Men who, at the time their enlistments expire, are in hospitals from diseases or injuries resulting from their own misconduct, and whose recovery is problematic, must not be held in the service beyond the actual date of expiration of enlistment to make up any time lost, as it is considered the intention of the law that men shall make good such time in a duty status. Such men should be discharged from the service and notation made in their records of the number of days due the Government before their enlistments could be regarded as complete, and that such time could not be made good because of their physical condition and the indefinite time before they would be fit for duty.

7310. **Records of punishments.**—An offense for which a warning but no punishment is given shall not be entered in a man's service record but it shall be entered in the smooth book of record of reports and punishments for reference in case of a repetition of offense.

7311. In case of a deck court or summary court-martial, no entry shall be made on the man's service record until the sentence of the court has been approved and promulgated. The entry of offense and sentence shall then be written in red ink, using abbreviated terms, for example:

"6 June 12, absent without leave to 8 June, 36 hrs., S. C. M. Sol. Conf. B & W 10 days, f. r. every 3d day, lose 10 d. pay, $11. App. 11 June 12, by C. O., 12 June 12 by reviewing authority."

7312. In case of acquittal there should be no entry whatever made on a man's service record, neither the fact of having a trial nor any mention of the offense.

7313. Commanding officers must enter in service records a résumé of the specification, the finding and the sentence, or the sentence as mitigated, of all courts-martial. Particular attention is invited to the necessity of entering date of approval by the proper authority.

REWARDS AND PRIVILEGES.

7400. **Good conduct medals.**—Any enlisted man of the Navy who serves a second or subsequent enlistment and is recommended by his commanding officer for obedience, sobriety, industry, courage, proficiency, and deportment throughout such enlistment shall receive a good conduct medal, provided the previous enlistment was terminated only by expiration of enlistment.

7401. In case where a man, serving in second or subsequent enlistment who extends his enlistment for four years, is recommended as above by his commanding officer for the original term of four years, a recommendation for a good conduct medal, pin, or bar, shall be made to the Bureau of Navigation in the form of a letter which shall give the number of the man's continuous service certificate, if he holds one; the date of the expiration of original enlistment; the ship or station on which serving on that date; and whether he holds any other good conduct medals, pins, or bars.

7410. **Letters of commendation.**—Persons in the naval service who have rendered distinguished or meritorious service not justifying the award of a medal of honor, a distinguished service medal, or a Navy cross, may, upon the recommendation of the Bureau of Navigation, be specially commended by the

Secretary of the Navy. This special commendation shall be published to the service and made a part of the record of the person concerned.

7411. Entry shall be made in black ink on the man's service record, in abbreviated terms, giving the date and a brief statement of the commended act, and the date of the letter. The entry shall be made conspicuous by heavy black lines, ruled above and below, for example:

---

10 June, rescued man overboard; commended by Secretary of the Navy, 20 June.

The same entry, certified by the commanding officer, shall be made across the face of the discharge or on the continuous service certificate, when the man is discharged. A certified copy of the letter of commendation shall be attached to the man's service record; the original shall be presented to him when it is published.

7420. **Men awarded medals.**—When a man is awarded a medal his commanding officer will make entries on his record and discharge similar to those described in paragraph 7411 above.

7421. Notation shall be made upon all men's service records and continuous service certificates of all medals already in their possession.

RECORD OF PERFORMANCE OF DUTY.

7500. **Bureau's policy.**—The instructions in paragraphs 7500 to 7599, inclusive, are issued as a guide to the service in order to secure uniformity in marking the service records of enlisted men and in the award of discharges. Full discretion is left to commanding officers to make exceptions to suit unusual individual cases.

7501. Marks for any period must be based solely upon the man's behavior and ability during that time. Good or bad behavior during the quarter or previous to it must not be allowed to influence the marks for seamanship, mechanical ability, etc.; but insobriety, or other evidence of unreliability, during the period under consideration shall effect the mark for proficiency in rating, as indicated below.

7502. Proficiency in rating is the summation of the various elements that go to make up the service character of the petty officer or enlisted men. The mark for it is not the average of his other marks, but it nevertheless depends upon them in so far as the particular rating requires one professional qualification more than another, and all ratings require reliability. In determining marks, therefore, it is to be borne in mind that the mark for proficiency in rating is intended to be sufficient by itself to denote a man's ability and also his habits and character—in short, his value to the service in his particular rating.

7503. Men of all ratings, except landsmen; apprentice seamen; seamen, second class; firemen, third class; firemen, second class; and mess attendants, will be given marks for "ability as leaders of men."

7504. Marks will be assigned on the maximum of "4," using following scale:

Scale:

0	Bad.
1.0	Indifferent.
1.5	Fair.
2.5	Passing.
3.0	Good.
3.5	Very good.
4.0	Excellent.

7510. **Quarterly marks.**—Quarterly marks shall be assigned by division officers or heads of departments, whichever has the most direct cognizance of the man concerned, after consulting with warrant officers, chief petty officers, and

petty officers under whom the man works. For certain men the foregoing mark shall be combined with the following additional marks:

On—	By—	In—
All boatswain's mates and boat coxswains.	First lieutenant, all deck watch officers, and the boatswain.	Proficiency in rating and seamanship.
Quartermasters and signalmen....	All deck watch officers and signal officer.	Proficiency in rating and signals.
Masters-at-arms and lower-deck petty officers.	All deck watch officers, first lieutenant, and mates of decks, and senior engineer officers concerning masters-at-arms of engineer compartments.	Proficiency in rating.
Non-commissioned or petty officers of the guard, and all buglers.	All deck watch officers.....	Do.

All marks are subject to the approval of the executive officer before being entered on the records.

7511. The following marks are established as the minimum for governing quarterly recommendations:

(a) *To be recommended for honorable discharge.*

Petty officer.	Lower ratings.	In—
2.75	2.75	Proficiency in rating.
3.5	3.0	Sobriety.
3.5	3.0	Obedience.

(b) *To be recommended for reenlistment.*

Petty officer.	Lower ratings.	In—
2.75	2.5	Proficiency in rating.
3.0	2.75	Sobriety.
3.0	2.75	Obedience.

(c) *To be recommended for good-conduct medal.*

Petty officer.	Lower ratings.	In—
3.5	3.5	Proficiency in rating.
4.0	4.0	Sobriety.
4.0	4.0	Obedience.

7520. General instructions for assigning marks.—The following requirements will be used as a guide in assigning marks to petty officers:

To receive a mark of—	Requirements.		
	In proficiency in rating.	In sobriety.	In obedience.
4.0	Competent, thoroughly reliable, attentive, energetic, forceful. Not less than 3.5 each in sobriety and obedience.	No offense against sobriety, no evidences of drinking or drug habits.	No offenses; exemplary in conduct, bearing, and uniform; good influence in the snip; on first or special first conduct class throughout.
3.0	Distinctly above the average in being satisfactory and reliable in his rating; and having not less than 3.0 each in sobriety and obedience.	Not more than one minor offense against sobriety during the quarter such as returning from liberty unfit for duty, but quiet, clean, and on time.	Conduct positively good, with no offense other than that under "sobriety," or one minor offense of another nature; no leave-breaking offense.
2.5	Sufficiently good to justify retention in rating provided sobriety and obedience be each 2.5 or better.	Good, but uncertain enough to render advancement doubtful, without decided improvement.	Minor offenses only; or a repeated minor offense of leave breaking; or a first offense of not more than 3 hours overleave; or a deck court sentence involving loss of pay only.
1.5	Sufficiently good to retain in rating only if there is shown a real prospect of immediate decided improvement with more experience, provided sobriety and obedience be each 3.0 or better; otherwise, unfit for retention in rating.		
1.0	Unfit for rating for any cause.....	Unreliable as a petty officer on account insobriety.	More serious offenses of the kind indicated above.

7521. The following requirements will be used as a guide in assigning marks to men of lower ratings:

To receive a mark of—	Requirements.		
	In proficiency in rating.	In sobriety.	In obedience.
4.0	Competent, thoroughly reliable, attentive, energetic in rating and as a leading hand; satisfactory in sobriety and obediance.	No offense against sobriety..	No offenses; exemplary in conduct, bearing, and uniform; on first or special-first conduct class.
3.0	Distinctly above the average in being satisfactory and reliable in his rating.	Not more than one minor offense against sobriety during the quarter such as returning from liberty unfit for duty, but quiet, clean, and on time.	No leave breaking; minor offenses only.
2.5	Sufficiently good in the qualities above to justify advancement to fill a petty officer rating.	Satisfactory.....	Not more than one repeated offense of leave breaking of not over 3 hours; or a first offense of between 3 and 6 hours overtime; or a sentence by a deck court to loss of pay only; no serious offense of any kind.
1.5	Sufficiently qualified to retain rating.	Uncertain as to sobriety, but with evident purpose to improve.	
1.0	Unfit for rating for any cause.....	Unreliable on account of insobriety.	More serious offenses than those above.

7530. **Special instructions for assigning marks.**—Sentence by a summary court-martial, except for incompetency, will carry with it a mark of not more than 1.0 in obedience and for an offense in sobriety involving not more than 1.0 in sobriety.

7531. Sentence by a deck court involving more than 10 days' loss of pay will carry with it a mark of not more than 1.5 in obedience and for an offense against sobriety, not more than 1.5 in sobriety.

7532. A punishment of confinement, awarded either by the commanding officer or a court, will involve a mark of not more than 1.0 in obedience and, when appropriate, the same in sobriety.

7533. Reduction in rating, except for incompetency, will involve a mark in obedience of not more than 2.5 for that quarter.

7534. Leaving ship, station, or duty without authority shall invariably involve a mark in obedience of 0.0, and, as reliability is one of the important elements of proficiency, the mark in proficiency in rating for that quarter shall not be higher than 2.5.

7535. Absence over leave for more than three hours, if a petty officer, and six hours, if a lower rating, shall involve a mark in obedience not higher than 1.5 or 2.5, respectively, and because of unreliability thus exhibited, a mark in proficiency in rating not higher than 3.0.

7536. Attempting to smuggle liquor or drugs, or being under the influence of liquor or drugs, not having been on liberty, or having them unlawfully in possession, shall involve a mark of 0.0 in sobriety and not more than 1.0 in obedience, and because of unreliability thus exhibited, a mark of not more than 3.0 in proficiency in rating.

7540. **Special qualifications.**—In the column "Meritorious conduct, offenses," etc., page 8 of the service record, the commanding officer, on the transfer or discharge of a chief petty officer, or a petty officer, first class, or upon his own detachment, shall note whether or no the man possesses qualifications for future consideration for appointment as a warrant officer. When petty officers of lower ratings are considered especially well fitted, the same note may be made on their records, at the discretion of the commanding officer.

7541. It is desired that the character of special duty performed by enlisted men, with the dates of beginning and completion, be entered upon service records, discharge papers, continuous service certificates, and in service records on reenlistment, for the information of succeeding commanding officers, especially in the following cases: Electricians qualified for radio, although not rated as electricians (radio); gunner's mates for electrical work or torpedoes and mines; machinist's mates for ordnance or electrical work; firemen and others who have had experience on oil-burning ships or at oil-fuel-testing plants; quartermasters, whether navigating or signaling; coxswains of power boats; yeomen, whether for captain, executive, gunnery or engineer officer, navigator, first lieutenant or supply officer, and in the latter case, for what class of supply department work; any other details showing special aptitude; and that electricians detailed to turrets or who have any connection with the battery or fire control be marked in ordnance. It is desired, so far as practicable, that yeomen previously detailed for duty with the supply officer of a ship or station be reassigned to that duty, and that the marks of such yeomen on transfer show clearly their aptitude, proficiency, and reliability, as recommended by the supply officer and approved by the captain. Columns in the service record are to be used as above as may be necessary. A mention of the above qualifications must be made on each discharge and, upon reenlistment, on service record in red ink. Such men when shown on general detail will have their qualifications in rating mentioned on the back of Form N. Nav. 61. This latter refers especially to receiving ships. Care must be taken to differentiate between electricians (radio) and electricians (general) not assigned permanently to this branch but who have qualifications as radio operators; also as to the duty yeomen have been performing and for which they are qualified.

7542. Commanding officers will see that an entry is made in the service record on the page marked "Details" of a man's special qualifications, such, for instance, as stenographer, yeoman qualifications, recruiting qualifications, swimmer, diver, special machinery operator, motor boat operator, ice machine operator, moving picture operator, laundryman, barber, tailor, qualified instructor, athlete, etc., and other qualifications. The nature of the entries should be such as to be useful for the initial details of a newly commissioned ship.

7543. Commanding officers shall ascertain the qualifications of all enlisted men under their command in foreign languages, and those men who have a practical knowledge either in speaking, reading, or writing shall have an entry made in their service records under the heading "Details," giving the name of the language or languages, and assigning a mark therefor. The entry should be made in the records only of men who have a good practical working knowledge of a foreign language, such as would make them useful as interpreters, censors, etc. The entry and mark should be confined entirely to the page marked "Details," and only one such entry during each enlistment is necessary.

7544. Commanding officers of training stations will make notation on service records in cases of all men transferred to general service who have any trade, and commanding officers of cruising ships should give these men opportunities to qualify, as far as may be practicable, in accordance with the policy outlined under "Service Trade Schools."

7545. An entry must be made in the service records of all enlisted and enrolled men showing service in any foreign waters and lands. Inclusive dates should be shown as well as places where services were rendered.

CHAPTER IX.—DISCHARGES AND DEATHS.

GENERAL INSTRUCTIONS.

8000. **Forms for discharges.**—Forms N. Nav. 6, 62, 63, 213, and 214 are discharge blanks for use in the various classes of discharge from the Navy and Naval Reserve Force, as follows:

6, honorable discharge from the Navy.

62, good discharge or discharge for undesirability or inaptitude from the Navy. Discharges, other than honorable, at expiration of enlistment will be marked "Good." This form is also to be used for other discharges not the result of sentence of a court-martial.

63 (yellow), dishonorable or bad-conduct discharge from the Navy.

213, honorable or good discharge or discharge for undesirability or inaptitude from the Naval Reserve Force; for discharges other than by sentence of a court-martial.

214 (yellow), dishonorable or bad-conduct discharge from the Naval Reserve Force.

8001. The term honorable may be entered on the discharge of a member of the Naval Reserve Force only when his record is such as would entitle him to honorable discharge in accordance with the provisions of this circular. When issued to a member of the Naval Reserve Force the "honorable" discharge does not in any way entitle him to reenlistment gratuity.

8010. **Requests for discharge.**—All requests from enlisted men for release or discharge forwarded to the bureau for action must show rating, branch of service, date of enlistment, continuous service certificate number, service number, and particular reason for forwarding, such as, "not covered by existing instructions," "services may not be spared," etc.

8015. **Restrictions to discharge.**—No man will be discharged at sea. Any man desiring to reenlist on board the ship on which serving, whose term of enlistment expires while at sea, will be detained in accordance with article 3604 (1), Navy Regulations until arrival in the next port, when he will be discharged, and, if qualified, reenlisted.

8016. Men who complete a course of instruction in any service trade school are not eligible for discharge by special order or for furlough without pay during balance of enlistment in which the course is completed. A man who applies for instruction in any service-trade school shall be so informed and required to sign a statement that he has no intention of requesting furlough without pay or discharge by special order during current enlistment, and that no reason exists or can be anticipated as to necessitate such discharge.

8020. **Early discharges.**—The act of August 22, 1912, authorizes the discharge of a man three months or less in advance of the expiration of his enlistment without depriving him of any of the benefits (mileage or transportation, honorable discharge gratuity, increased pay on reenlistment, etc.) incident to completing his full term. The main purpose of this is to obviate the transfer of short-time men to a receiving ship to await discharge.

8021. It is not intended that the privilege of discharge within three months with the benefits of complete enlistment shall be extended to all men, and each case must be submitted to the Bureau of Navigation for action, except as provided for in article 3603, Navy Regulations, and in the following paragraphs.

A vacancy in complement shall be considered to exist if the total in that branch is less than the full allowed complement of the branch. Before men are discharged on account of sailing orders, instructions in regard to their disposition first should be obtained from the Bureau of Navigation. The authority for this discharge will be granted only in exceptionally urgent cases. The construction to be placed on this provision is that it shall work for the benefit of the Government and not as a convenience to the enlisted man, and then only in cases where full reasons for such request are set forth and the services of the man can be spared.

8022. Whenever the prospective duty of a cruising ship warrants, the commanding officer may, at his discretion, discharge and grant 30 days' leave to men whose enlistments expire within three months, provided any man so discharged reenlists immediately for duty on board. All men to whom this is granted shall be shown on the weekly report of vacancies as being on board.

8023. This authority is also extended to commanding officers of receiving ships for men on general detail having less than three months to serve, with authority for such men to report at the expiration of their leave on any receiving ship for general detail.

8024. Whenever men are discharged within three months of the expiration of their enlistments, with benefits of completed enlistment, on their written agreement to reenlist immediately, a notation to that effect should be made on their service records; and if the men so discharged do not carry out their agreements to reenlist immediately, the commanding officer should cancel the discharge and require the men to return and to complete the original terms of their enlistments. The department has held that such discharges have been fraudulently obtained and may be canceled.

8025. Members of the Reserve Force who will immediately enlist in the regular Navy for four years, may be discharged by special order of the Secretary of the Navy, without refund. Such men will be enlisted in first enlistment ratings only, but may immediately be given the rating held in the Reserve Force, if confirmed in that rating. They are entitled, upon enlistment, to clothing outfit authorized for recruits if they are making their first enlistment in the regular Navy. When discharging men of the Reserve Force to enlist in the regular Navy, it should be shown that they are discharged for the convenience of the Government. Before any reservist takes advantage of this paragraph he should be informed of the provisions for transfer to the regular Navy as contained in the act of July 11, 1919.

8030. **Medical discharges.**—In order to relieve congestion at the various naval hospitals, commandants of all districts, navy yards, and naval stations within the continental limits of the United States, and the medical officer in command, Naval Hospital, Fort Lyon, Colo., are hereby authorized to approve recommendations of boards of medical survey recommending discharge of enlisted men from the Navy, in advance of the bureau's approval. When such action is taken in any case the medical survey showing commandant's action should be forwarded in the regular manner.

8031. Where enlisted men are under treatment at naval hospitals for injury or disease received in line of duty, and their condition is such that there is no possibility that they may be reenlisted, if the expiration of their enlistment occurs while still under treatment, they should be surveyed by a board of medical survey, with a view to discharge for "physical disability" instead of being discharged "on account of expiration of enlistment." This procedure is necessary in order to give men injured or diseased in the line of duty the benefits of the statute providing preference in civil-service appointments.

8032. Men who, at the time their enlistments expire, are in hospitals from diseases resulting from their own misconduct, and whose recovery is problematic, must not be held in the service beyond the actual date of expiration of enlistment to make up any time lost, as it is considered the intention of the law that men shall make good such time in a duty status. Such men should be discharged from the service and notation made on their records of the number

of days due the Government before their enlistments could be regarded as complete, and that such time could not be made good because of their physical condition and the indefinite time before they would be fit for duty.

8050. **Entries on discharges.**—Service numbers and trades must be entered on all discharges and continuous service certificates. The trade of mariner is a recognized trade, and this fact should govern entries on discharge and reenlistment papers.

8051. The final marks entered as averages on a man's service record and entered on his discharge paper or continuous service certificate shall be computed as follows:

In—	Men in first enlistment.	Reenlisted men or 6-year men.
Proficiency in rating	The average of the last 2 years	The average of the entire term of 4 years.
Sobriety	The average of the last 3 years	
Obedience		
Mechanical ability, etc	The average of the last 2 years	

(*a*) Where in any case the beginning of a year would come in the middle of a quarter the whole quarter will be included.

(*b*) Men serving in an extended enlistment of six or seven years in all shall be finally marked by the standard for reenlisted men.

(*c*) Men extending their first enlistments for an aggregate of four years shall have their marks averaged and entered as above for the first four years of service; and, again, by the reenlisted standard for the second four years.

(*d*) In the case of apprentice seamen under training and of enlisted men under instruction in the various service trade schools only one mark will be assigned to cover the entire period while under training or instruction, unless a man has committed some serious offense necessitating confinement or court-martial.

8052. On discharge of a man having a continuous-service certificate an entry shall be made in the certificate on the line signed by the commanding officer, "Recommended for reenlistment" or "Not recommended for reenlistment." This recommendation shall be similar to that made in the man's service record, and it shall be entered in the continuous-service certificate, notwithstanding the character of discharge.

8053. When men are discharged from the Navy or Naval Reserve Force not by reason of inaptitude or undesirability, and their records do not warrant a recommendation for reenlistment, the word "indifferent" will be used to show the character of discharge in the lower left-hand corner of Form N. Nav. 62 or Form N. Nav. 213, as the case may be.

8054. Commanding officers should enter on all discharges of members of the Naval Reserve Force the dates between which active service was performed. The entry, "Has performed minimum active duty required for maintaining efficiency," will not be used.

8055. In the case of a man who has received a letter of commendation, entry shall be made in black ink on the face of the man's discharge or continuous-service certificate, in abberviated terms, certified by the commanding officer, giving the date and a brief statement of the commended act and the date of the letter. The entry shall be made conspicuous by heavy black lines ruled above and below the entry; for example:

> 10 June, rescued man overboard; commended by Secretary of the Navy, 20 June.

8056. In the case of chief petty officers who have permanent appointments entry shall be made on their discharges or continuous-service certificates.

This is necessary for the information of recruiting officers when men reenlist within four months after discharge.

8057. A notation, over the signature of an officer, shall be made upon the discharge or continuous-service certificate of every enlisted man who has previously produced satisfactory evidence of citizenship: Has produced evidence of United States (or N. U. S.) citizenship." This notation is for the protection of men upon reenlistment and for the guidance of recruiting officers, who otherwise are required to obtain evidence of citizenship, frequently at great inconvenience.

8058. It has come to the notice of the bureau that entries have been made on the discharge papers of men discharged before expiration of enlistment and men discharged and not recommended for reenlistment, warning that a reenlistment would be a fraud. This practice must be discontinued. With reference to article 3611 (2), Navy Regulations, it is considered that the printed indorsement on the discharge blank fulfills the requirements and an additional indorsement and signature should not be made. There shall be attached to every discharge of men not recommended for reenlistment a typewritten or printed slip warning him against fraudulent enlistment in any branch of the service, and pointing out to him that a violation of this warning certaily will be detected by finger prints, and that the result will be imprisonment, forfeiture of pay, and dishonorable discharge. This slip will be read and explained to them before they are discharged from the service.

8060. **Instructions for men who are to be discharged.**—Where men are due for discharge from the Navy and are eligible for reenlistment commanding officers will satisfy themselves that such men are familiar with the inducements offered for reenlisting in the Navy, and also the inducements offered for enrolling in the Fleet Naval Reserve. Every endeavor will be made to get men to reenlist in the Navy first, and if this is not successful to get them to enroll in the Fleet Naval Reserve.

8061. It frequently happens that men who have been discharged from the service and are eligible for reenlistment, apply and are found physically disqualified, which makes it necessary to refer their cases to the department. It takes time for such cases finally to be passed upon, and sometimes when a man finally is accepted he has not remained within the jurisdiction of the naval authorities, and therefore loses the benefits of continuous service. Such men should be informed upon discharge that if they intend to reenlist they should apply in ample time to have their cases acted upon by the bureau, before expiration of four months from date of discharge, in case they are found disqualified.

8062. Men leaving the service will further be instructed that, should they desire to reenlist at some subsequent date, they should make application to the nearest recruiting officer and not direct to the bureau. In the vast majority of cases, recruiting officers have all the necessary information which the applicant seeks, and can answer questions in much less time that if inquiry is made to the bureau. Individual cases will be referred to the bureau, when necessary, by the recruiting officers themselves.

8063. Each person of the Navy, on discharge or disenrollment, shall be required to state that he has or has not a disability entitling him to compensation under the war risk insurance, together with the cause and nature of such disability, which shall be recorded in the health record and signed by him. Form 504, War Risk Insurance, shall be filled out by the medical officer when such disability is found or claimed, and forwarded immediately to the Bureau of Medicine and Surgery.

8064. At the time of leaving the service, every enlisted man who has been insured under the war risk insurance should receive explicit notice that he must pay premiums direct to the Bureau of War Risk Insurance, Treasury Department, Washington, D. C., if he wishes to continue the insurance. Checks and money orders are to be drawn to the order of the Treasurer of the United States. Every man should further be notified in writing of the date and

amount of such premium payments, and the Bureau of War Risk Insurance notified at the same time by duplicate memorandum that such action has been taken.

8070. **Instructions for issuing discharges.**—All discharges and releases from ships and stations in the United States will be effected on board such ships and stations, and the men concerned paid the transportation allowance of 5 cents per mile to their homes, or places of enlistment, at their option. Ships and stations outside the continental limits of the United States will transfer men who are to be released to the nearest receiving ship in the United States for release. It is the intent of these instructions that all work connected with the release of men will be completed on board the ship or at the station where they are serving. To this end, no ship or station, within the continental limits of the United States, to which a supply officer is attached, will transfer any man to any other station to complete his release.

8071. The practice for vessels in home waters to transfer to the nearest receiving ship men whose—(*a*) terms of enlistment have already expired; (*b*) terms are about to expire, desiring to reenlist within three months prior to expiration of enlistment; (*c*) discharge has already been ordered or authorized, must be discontinued. In particular cases, however, when a man's papers are incomplete, he may be transferred to the nearest receiving ship to await discharge.

8072. In all cases of transfer to a receiving ship for discharge the commanding officer of the vessel from which the man is transferred will enter a separate recommendation on the service record, such as "Recommended for honorable discharge," "Recommended for good discharge," etc., as the case may be, which recommendation shall be duly considered by the commanding officer of the receiving ship in awarding the discharge.

8073. The character of discharge recommended by the commanding officer of a vessel transferring a man to a receiving or station ship, or other vessel for discharge or to await discharge, shall be followed by the officer who issues the discharge. If, in the opinion of the latter officer, the recommendation of the previous commanding officer should not be followed, the case shall be referred to the Bureau of Navigation for decision. To obviate delays in issuing discharges in these cases, the commanding officers concerned will communicate with the Bureau of Navigation in ample time.

8074. Whenever a man is transferred to a station for discharge by order of the bureau, the letter authorizing such discharge must accompany the man to the station to show that he is being discharged by special authority.

8075. Commanding officers will direct all medical officers to make a careful physical examination of all Navy or Reserve personnel discharged from the service or released from active duty and carefully record all physical defects and other data in health records, which in each case must be forwarded to district commandants or to the Bureau of Medicine and Surgery, as the case may be. When practicable, each case should be examined by two medical officers. In case physical disability is found, the individual must be examined by a board of medical survey before being discharged or released from active duty.

8076. Transportation will be paid to all men honorably discharged or released in accordance with the provisions of paragraphs 2300 to 2309, inclusive, of these instructions.

8077. All men who are discharged or released from active duty will be required to turn in their hammocks, mattresses, and blankets at the station from which discharged or released prior to leaving the station. These instructions do not apply to mattresses or blankets owned by the enlisted man himself, or issued him as a part of "Outfit on first enlistment," and checked against his accounts.

8078. The discharge papers of enlisted men must be delivered to them by the executive officer, the officer-of-the-deck, or the officer on duty.

8079. In order that there may be complete information in the service records of all men who are discharged, whenever a man is discharged on instructions from the bureau, a complete statement giving the exact reasons for the discharge shall be entered in the service record over the signature of the commanding officer. Service records of enlisted men who are discharged must have noted on them the amount of insurance and amount and date of last checkage. On continuous service certificates these entries will be made in red ink on lines under "Pay officer's certificate." The service record will be forwarded to the bureau the same date the man is discharged.

8080. **Instructions for releasing reserves from active duty.**—In all cases where men have been given temporary ratings for which they are not qualified by examination, they will revert to the ratings for which they have qualified by examination prior to their being released from active duty or discharged.

8081. Whenever a reservist is released from active duty, the following instructions will always apply:

(*a*) He must be instructed in writing of the necessity of keeping the commandant of the district in which he resides informed of his home address.

(*b*) His current enrollment and health records shall be forwarded by mail to the commandant of this district in which he permanently resides and the bureau shall be notified on Form N. Nav. 8. The following additional information shall be inserted on Form N. Nav. 8 before forwarding to the bureau:

(1) The home address.
(2) The district to which enrollment and health records are forwarded.
(3) The branch and class of the service in which serving.

A copy of "Statement of account" as of the date of being released from active duty will be pasted in the enrollment record before sending to the commandant of the district concerned.

(*c*) His pay account shall be closed in the same manner as if he were to be discharged and he shall be paid in full, including pay for the time necessary to perform travel to his home.

(*d*) A transcript of his record on Form N. Nav. 21 will be forwarded to the bureau by the commandant of the district in which the reservist resides.

(*e*) Each reservist released from active duty will be physically examined, and a record of the physical condition of the man entered in his health record.

8082. To prevent duplication of reports of releases of enlisted men the following are the only ones required:

(*a*) From all ships and stations not attached to a district:

(1) Weekly report by wire as of Friday noon, showing numbers of reserves and men of the regular Navy released from active duty or discharged during the week.
(2) Daily report of individuals on Form N. Nav. 8 showing discharge of regular Navy men and in case of reserves the home address and district to which records were sent.

(*b*) From naval districts:

(1) A weekly report by wire as of Saturday night, showing the total number of active duty in the district divided into reserves and regulars.
(2) A daily letter to the bureau giving the total number of reserves actually in active status in the district.

8090. **Bonus for released men.**—The law provides:

(*a*) That all persons serving in the military or naval forces of the United States during the present war who have, since April 6, 1917, resigned or been discharged under honorable conditions (or, in the case of reservists, been released from active duty), or who at any time hereafter (but not later than the termination of the current enlistment or term of service) in the case of enlisted personnel and female nurses, or within one year after the termination of the present war in the case of officers, may resign or be discharged under honorable conditions (or, in the case of reservists, be released from

active duty), shall be paid, in addition to all other amounts due them in pursuance of law, $60 each.

(*b*) This amount shall not be paid—

(1) To any person who though appointed or inducted into the military or naval forces on or prior to November 11, 1918, had not reported for duty at his station on or prior to such date.

(2) To any person who has already received one month's pay under the provisions of section 9 of the act entitled "An act to authorize the President to increase temporarily the military establishment of the United States," approved May 18, 1917.

(3) To any person who is entitled to retired pay.

(4) To the heirs or legal representatives of any person entitled to any payment under this section who has died or may die before receiving such payment.

(*c*) In the case of any person who subsequent to separation from the service as above specified has been appointed or inducted into the military or naval forces of the United States and has been or is again separated from the service as above specified, only one payment of $60 shall be made.

(*d*) The above amount, in the case of separation from the service on or prior to the passage of this act, shall be paid as soon as practicable after the passage of this act, and in the case of separation from the service after the passage of this act shall be paid at the time of such separation.

8091. The beneficiaries of the act quoted above are: Officers and enlisted men of the regular Navy, all reservists, male and female, officers and men of the Marine Corps, and all persons in the service who have performed active duty with the Navy during the present war. No person who is entitled to retired pay on release from active duty shall receive this gratuity. The act of May 18, 1917, referred to, affects only certain persons discharged from the Army at the discretion of the President.

8092. Men or women given dishonorable discharges, or who are discharged for bad conduct, undesirability, or inaptitude, if the inaptitude is due to misconduct, are not entitled to the $60 bonus. Commanding officers issuing discharges for inaptitude which are not due to misconduct will certify to the following remarks on the face of the discharge: "Discharged under honorable conditions."

8093. Officers carrying the accounts of persons entitled to the bonus, who resign or who are discharged or released from active duty will pay the bonus at the time the pay account is closed. An order will be signed by the commanding officer stating that the man is entitled to receive the gratuity, and directing payment. Credit will be made on the rolls as a sundry credit, charging "Pay of the Navy," and payment will be made in cash. A notation of the amount of gratuity credited will be made on both the service record and discharge paper or orders to inactive status.

8094. Officers and men who were relieved from active duty, discharged or disenrolled prior to the approval of the act will present their claims for gratuity, substantiated by their discharges or orders to inactive status, to the disbursing officer, Bureau of Supplies and Accounts, Navy Department, Washington, D. C. In case the original discharge or orders to inactive status are lost, it will be necessary to obtain a certified copy from the Bureau of Navigation, Navy Department, Washington, D. C., and a certificate from the officer by whom final settlement of pay accounts was made that no credit of this gratuity has been made by him.

8095. Upon receipt by the disbursing officer of claims filed by men no longer in active service, the requests will be compared with the service records on file in the Bureau of Navigation in order to ascertain the correctness of the claims and the disbursing officer will certify that such comparison has been made and that according to the records, the gratuity is due and remains unpaid.

8096. In the event of duplication of payment by reason of failure to note payment of gratuity on service record and discharge papers or orders to inactive status, the officer who fails to make such notation will be held accountable.

8097. No part of this gratuity will be withheld to reimburse the Government for overpayment.

HONORABLE DISCHARGES.

8100. **Men eligible for honorable discharge.**—All men of the regular Navy whether enlisted for four years or for the duration of the war, who have performed active service at any time during the period between April 6, 1917, and November 11, 1918, inclusive, and who may hereafter be discharged, shall receive an honorable discharge provided their records are such as to entitle them to an honorable discharge in accordance with paragraphs 8110 to 8113, inclusive, of these instructions.

8110. **Qualifications for honorable discharge.**—No honorable discharge shall be given to any man whose average are less than 3 each in sobriety and obedience and 2.75 in proficiency in rating, giving double weight to the marks of the final two years of his term of service.

8111. In deciding whether or not an honorable discharge shall be awarded the following rules shall govern:

An honorable discharge is a testimonial of fidelity and obedience. An honorable discharge shall not be given any man who has been convicted by general court-martial during his current enlistment, or who has been convicted twice by summary court-martial within the last year of his current enlistment. If, however, the offenses were for overliberty amounting to less than 12 hours in times of peace, and the record is otherwise excellent, an honorable discharge may be given at the discretion of the commanding officer if his average marks conform to the bureau's instructions. *If his enlistment has been extended, this applies to the last four years of enlistment, including the extension period.* In order to make this rule uniform, men who break their liberty more than 12 hours with no attendant extenuating circumstances should be considered as having been convicted by a summary court-martial in deciding the character of the discharge.

8112. The character of the service during the period between April 6, 1917, and November 11, 1918, shall be given governing weight in a man's favor against a previous unworthy record, provided his record subsequent to the period of active hostilities would entitle him to an honorable discharge.

8113. A man who has been awarded a medal of honor shall be entitled to an honorable discharge regardless of his previous record, provided his record subsequent to the act for which he was rewarded would entitle him to an honorable discharge, under the rules above. Similarly, a letter of commendation shall be given due weight in a man's favor against a previous unworthy record, provided his record subsequent to the act commended would entitle him to an honorable discharge.

8120. **Honorable discharge blanks and buttons.**—All honorable discharge blanks shall be kept in the custody of the commanding officer, who is responsible for their safekeeping, proper issue, and the return of the bound stubs to the bureau when all discharges in the book have been used. As every discharge and stub of the new form is numbered, each discharge must be accounted for. In the case of an error, mutilation, or defacement in making out a discharge, the discharge will be marked "canceled" over the signature of the commanding or executive officer, but retained in the book attached to the stub.

8121. When an honorable discharge button is issued to a man, a notation to this effect shall be made on the face of the discharge. Men holding continuous service certificates shall be issued upon discharge an honorable discharge

button (provided they have not previously received one). A man will receive only one honorable discharge button, and no additional one on subsequent honorable discharge. A man honorably discharged for physical disability is entitled to a button.

8130. **War service certificates.**—War service certificates have been prepared and forwarded to commandants of naval districts and commanding officers of ships and independent shore stations for issue to all enlisted men and women who have served honorably in the naval service during the world war. Each certificate issued will bear the seal of the issuing ship or station. No person will be issued more than one certificate, nor will a certificate be issued to anyone not clearly entitled to it.

8131. A certificate shall be issued to each man of the Regular Navy and to each man and woman of the Naval Reserve Force who has had honorable active service at any time between the dates of April 6, 1917, and November 11, 1918, upon discharge, disenrollment, or release from active duty.

8132. The certificates will be issued as follows:

(*a*) By the Bureau of Navigation:

(1) To all men of the Regular Navy who have been discharged between the dates April 6, 1917, and March 14, 1919, inclusive, and have not reenlisted.

(*b*) By the commandants of naval districts:

(1) To all men of the Naval Reserve Force residing within their respective districts who have been disenrolled or released from active duty between the dates April 6, 1917, and March 14, 1919, inclusive, and to all members of the Naval Reserve Force under their command when disenrolled or released from active duty subsequent to March 14, 1919.

(2) To all men of the Regular Navy when discharged from their commands subsequent to March 14, 1919.

(*c*) By commanding officers of ships and of independent shore stations not under the command of a commandant of a district:

(1) To all men of the Regular Navy and of the Naval Reserve Force when discharged, disenrolled, or released from active duty, subsequent to March 14, 1919.

8133. To avoid duplication of issue, each certificate has been serially numbered and is attached to a stub on which certain information must be entered. Issuing officers will see that all information indicated on the stub is entered, and will also cause to be entered on both the certificate and the stub the service number of the enlisted man to whom the certificate is issued. The number of the certificate issued must be entered in ink on the service record of the man to whom issued on the discharge line on the inside of the back cover of the record.

8134. A sufficient supply of certificates has been forwarded to commandants of districts to care for all men heretofore discharged or released from active duty by the districts and to care for the immediate future demand. Independent shore stations and ships having complements of five hundred and above were issued two books each containing fifty certificates. Ships and stations having complements of less than five hundred were issued one book. As the supply of certificates becomes depleted, application for an additional supply may be made to the Bureau of Navigation.

8135. When all the certificates in a book have been issued, the stubs will be forwarded to the Bureau of Navigation for file in the jackets of men to whom issued.

GOOD DISCHARGES.

8200. **Good discharges made honorable by extension of enlistment.**—Under the provisions of paragraph 8111 of these instructions regarding requirements for honorable discharge, many excellent men who have committed themselves during the early part of their four-year enlistments, are being given good dis-

charges, after two or three years with a clear record. It is not desired to modify the requirements for an honorable discharge. However, the provisions of the sentence which enables a man, by extending his enlistment, to receive a discharge based upon the merits of the last four years of the extended enlistment, should be explained to all men about to be discharged with a good discharge. Such men should be advised to extend their enlistments for such a length of time as will, with good conduct during the extension period, render them eligible for honorable discharges.

8210. **Discharges of men in June and December.**—The bureau is considering the requests for discharge of men who enlisted for the first time between August 29, 1916, and February 4, 1917. Article 3603 (c), Navy Regulations, permits honorable discharges of such men during the months of June and December in time of peace. The bureau can not grant honorable discharges under the provisions of this article, but will consider the requests of men for discharge by special order of the Secretary of the Navy.

8220. **Discharge of reserves to enlist in regular Army.**—The War and Navy Departments have agreed to discharge men from the reserve of the regular Army and the Naval Reserve Force in order to permit them to enlist in the regular Navy or regular Army, respectively.

8221. The following procedure will be carried out when a member of the Naval Reserve Force applies for enlistment in the regular Army:

When a naval reservist on inactive status applies at an Army recruiting station for enlistment, the Army recruiting officer will instruct the applicant to make out a request for discharge from the Naval Reserve Force, which will be forwarded by the recruiting officer to the Bureau of Navigation, through The Adjutant General of the Army. The Bureau of Navigation will in turn direct the commandant of the naval district in which the applicant's records are kept to prepare and forward to the Army recruiting officer direct, a completed discharge for the person concerned, with a letter of transmittal to the Army recruiting officer, requesting that the delivery of the discharge be made only in the event that the applicant is actually accepted and sworn into the Army; otherwise, the discharge will be returned direct to the office of origin with a statement of facts, and if the applicant is enlisted, a similar report will be made by the Army recruiting officer. The discharge from the Navy will be delivered to the applicant only when he has actually been accepted and sworn into the Army.

8221. A similar arrangement is also in effect between the Bureau of Navigation and the Marine Corps as regards the Naval Reserve Force and the Marine Corps Reserve and the same procedure will be followed in the cases of members of the Naval Reserve Force desiring to enlist in the Marine Corps (regular) and of members of the Marine Corps Reserve desiring to enlist in the regular Navy. The necessary correspondence in these cases being carried on with the Major General Commandant of the Marine Corps.

8222. In discharging reservists under the above authority, they will be discharged "By special order," without refund of clothing allowance.

DISCHARGES FOR DISCIPLINARY PURPOSES.

8300. **Men to be transferred to naval station nearest home.**—When a man is to be discharged prior to the expiration of his enlistment or enrollment by reason of undesirability, inaptitude, or bad conduct, or is to be dishonorably discharged, and he has insufficient funds to reach his home, he shall be transferred to the receiving ship or naval station nearest his home for discharge. Individuals who desire discharge from the ship or station, as the case may be, who will waive transportation as directed herein, may be discharged at the ship or station concerned, provided transportation is waived in writing and a copy securely attached to the service record in every instance. Recruiting stations are not considered as naval stations within the meaning of the above. Before making such transfers commanding officers will see that the provisions

of paragraphs 8312 and 8313 of these instructions are complied with, and that a letter explaining the circumstances in each case is forwarded to the commanding officer of the ship or station to which the man is transferred for such discharge (copy to Bureau of Navigation).

8301. When men are transferred from one command to another for undesirable, bad conduct, or dishonorable discharge, the papers mentioned in article 3583, Navy Regulations, shall be transmitted by registered mail to the command where discharge is to be effected, accompanied by a forwarding letter and a copy of the written orders given the men, unless the men are transferred under guard, in which case the above papers shall be entrusted to the petty officer in charge of the party.

8310. **Discharges as undesirable.**—In the discretion of commanding officers of cruising vessels, men, not to exceed 1 per cent of any command in any quarter, may be discharged in any port of the United States, regardless of their ratings, except continuous service men, whose cases will be referred to the Bureau of Navigation. In the case of vessels commanded by officers below the rank of lieutenant commander the approval of the commander in chief or senior officer present will be obtained before making such discharges. In any case before discharges are made under this authority the commander in chief or senior officer present shall be informed in order to conform with the exigencies of the service the vessels are performing. Men serving abroad who are so recommended should be sent to the United States by first Government conveyance and discharged in accordance with the preceding sentence.

8311. The provisions of paragraph 8310 are extended to include the naval training stations at Newport, R. I., naval operating base, Hampton Roads, Va., Great Lakes, Ill., San Francisco, Calif.; the air station at Pensacola, Fla.; submarine bases at New London, Conn., and San Pedro, Calif.; and receiving ships and first and second rate ships in reserve.

8312. Before making or recommending such discharges, commanding officers will investigate each individual case, after giving the man concerned an opportunity to make any statement he may desire in his own behalf, and then be governed solely by a regard for the best interests of the naval service. In this connection it is not believed that the least desirable men are necessarily those in the lower ratings, and it should be borne in mind that those who are not very promising in the earlier stages of their service frequently develop into valuable men on board ship.

8313. In every case of discharge in accordance with the above instructions full entry will be made on service records of the nature of the undesirability or unfitness and any other facts bearing upon the case and the statement of the man attached. The authority herein delegated to commanding officers is, in effect, an approval in advance of the action provided for by article 3601 (2), Navy Regulations; for the reason, and in order that the bureau may be in a position to delegate this authority and to sustain the action taken by commanding officers, it is essential that the entry and statements above referred to form part of the record.

8320. **Discharge for under-age enlistment.**—In cases where the commanding officer has reason to believe that a recruit is under age, or has presented fraudulent "consent papers," immediate investigation of the case will be made. In the cases of men who will probably obtain discharges for under age, every effort will be made to avoid incurring expense for which the Government will receive no return.

8321. If a birth certificate or other indisputable evidence is presented, the man concerned will be transferred to the naval station nearest to point of his enlistment for discharge as undesirable. Transfer papers must clearly show the reason for transfer to the naval station and be completed to the date of transfer. When no evidence as to the correct date of birth can be presented or when the case is otherwise complicated, it shall be referred to the Bureau of Navigation for action.

8322. It frequently has happened that a parent or guardian has executed "consent papers," or subscribed to statements setting forth the applicant's age as being over 18, and subsequent to his enlistment applied for his release from the Navy, claiming that his age was misrepresented and presenting further evidence showing the recruit's correct age. In acting upon such cases, commanding officers will advise those interested that inasmuch as a fraud has been committed the man will not be discharged from the Navy and that the person concerned is liable to prosecution for perjury.

8330. **Men discharged to be furnished with civilian clothes.**—When men are discharged for bad conduct, undesirability, or inaptitude they may be furnished with a $15 outfit of civilian clothes, provided they have not sufficient money due them to purchase this outfit in addition to paying for their transportation from point of discharge to home. Amounts expended for civilian clothes under this provision may be charged to appropriation for "Outfits on first enlistment." Commanding officers should see that such civilian clothes are provided in the most economical manner, and wherever there are in storage old civilian clothes which would be available and suitable for this purpose the commanding officer should make use of such clothing rather than furnish new clothing.

8331. In all cases of discharge of the above character, outer garments or distinctive parts of uniforms should be taken away from the man before discharge in order that he may not disgrace the uniform by his future conduct.

DEATHS.

8400. **Identification of deceased persons.**—Cases have occurred in which by reason of similarity of names and resultant transfer with wrong service records the identity of a deceased person has been erroneously established. Finger prints should invariably be taken in the manner prescribed in paragraph 1120 of these instructions, and compared with the prints found on pages 2 and 3 of the service record.

8410. **Reports of deaths.**—The department has received various reports of naval disasters in which no report of survivors or missing is given by name. In all cases a report of the names of the survivors or missing should be sent in the first dispatch.

8411. When a death occurs, commanding officers must make immediate report by dispatch giving the following information:

(*a*) Name and service number,
(*b*) rating,
(*c*) branch of service,
(*d*) cause of death,
(*e*) next of kin,
(*f*) address of next of kin,
(*g*) whether or not next of kin has been notified,
(*h*) disposition of remains,

and, in case of reservists,

(*i*) whether or not on active duty.

In each case the full names must be given and a specific statement as to the disposition which has been or will be made of the body.

8412. Service records of men who have died should be forwarded to the bureau at the earliest possible moment. They must have a note on them showing the amount of insurance and amount and date of last checkage. On continuous-service certificate the entry should be placed in red ink on lines under "Pay officer's certificate."

8430. **Transportation of dead bodies.**—Instructions have been received from the United States Railroad Administration relative to the handling of dead bodies of officers, enlisted men, nurses, and enlisted women of the Navy and Marine Corps by wagon transfer at junction points where transfer is necessary, which will enable the through handling of bodies by the carriers from point of origin to final destination. The parties performing the final transfer by wagon

are to bill against the carrier whose baggage agent arranges for the services, and the carriers will present the bill to the department in the usual manner accompanied by the transfer certificate.

8431. Complaints have been received from carriers stating that the escorts, in many cases, were unable to give the baggage agents the number of the transportation request upon which the original tickets were received, and due to this neglect, they were unable to support their bills covering wagon transfers.

8432. It is therefore requested that all issuing officers furnish the escorts of bodies with a memorandum indicating the transportation request number, also explicit instructions to plainly mark the number on the transfer certificate presented to them for their signature by the baggage agent.

8440. **Effects of deceased persons.**—The following procedure will govern in disposing of the effects of deceased persons of the naval service:

(*a*) If any of the effects of a deceased person are perishable and deteriorating they shall immediately be sold at auction, the proceeds of which shall be disposed of in the same manner as other money found in his effects.

(*b*) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representative or, in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or of heirs at law, the moneys and articles mentioned and other similar effects shall be sent to the Bureau of Navigation or to the Major General Commandant of the Marine Corps, as the case may be, for safe-keeping. Should the above-described property be unclaimed for a period of two years after the death of the owner thereof, all articles and effects so deposited shall be sold at auction to the highest bidder, and the proceeds of such sale, together with the moneys above mentioned, shall be deposited in the United States Treasury to the credit of the Navy pension fund. If at any time during the two years such above-described property is in the custody of naval authorities and the executor or legal representative of the deceased person should apply for it, all such property shall be delivered to the executor or legal representative.

CHAPTER X.—MISCELLANEOUS.

CORRESPONDENCE.

9000. **Service numbers.**—To facilitate identification the bureau has assigned a service number to each enlisted person in the naval service to be placed on all service and enrollment records, shipping articles, and other papers of the men concerned and to be used on all correspondence regarding that particular person, and has transmitted a personal card with the number on it to each command, with the necessary instructions. The bureau should be informed if any man has obviously been overlooked. Cards may be lost in transmittal or the records may not be in the bureau, so that careful returns will act as a check on the bureau's records.

9001. Commanding officers should not assign service numbers to men upon reenlistment. Service numbers have been assigned by the bureau to all men enlisted since January 1, 1885, and the same number will be used for each successive enlistment and for their entire naval service.

9002. The bureau should immediately be notified of the name, rating, date, and place of enlistment, of all men who have not received service numbers.

9003. Whenever a ship goes out of commission, a report of the unassigned service numbers of the block originally allotted to that ship must immediately be forwarded to the Bureau of Navigation, without fail. This report, together with the reports of first enlistments, should account for the entire block allotted to that ship.

9004. In order to avoid the confusion which frequently results where only the surnames, or initials of given names, of enlisted men are given, all reports, correspondence, cablegrams, and telegrams, which refer to enlisted men by name must give the full first name, middle initial, and service number. No reports on or letters regarding enlisted men will be considered complete without the service numbers of the men concerned.

9010. **Unofficial communications from enlisted men.**—All enlisted men must be instructed as to the proper method of submitting official communications. An increasing number of unofficial communications on various subjects are being received direct from enlisted men, particularly letters requesting discharge or release from active duty, which requests should have been made to commanding officers. Such communications are not acted upon by the bureau and are invariably returned.

9020. **Correspondence concerning men who have been transferred.**—It has often come to the attention of the bureau that correspondence concerning enlisted men has been returned to the bureau by indorsement to the effect that the man or men in question have been transferred to some other ship or station. This practice frequently entails months of delay before final action is taken on the correspondence and in many instances results in an injustice to the men concerned.

9021. When correspondence concerning an enlisted man and requiring action by his commanding officer is received at a ship or station from which the subject of the correspondence has been transferred, it shall be forwarded to the ship or station to which he has been transferred and not returned to the bureau

until final action has been taken thereon. When such correspondence is forwarded, notify the bureau immediately, using the subject as appears at the head of the forwarded correspondence and quoting the bureau's reference number. Use the following form:

"To: Bureau of Navigation.
Subject: John Doe, Sea., U. S. N. (service number).
Information regarding allotment.
Reference: Bureau's letter (use reference number shown in forwarded correspondence).
Correspondence on the above subject and giving the above reference number has this date been forwarded to_____, to whose command the man concerned was transferred on_____."

9040. **Registered mail.**—Attention of all concerned is called to the provisions of paragraph 41, page 10, of the Postal Guide for October, 1918. This provides that postmasters shall accept back, without collecting additional registry fee, registered mail addressed to members of the naval and military forces of the United States, when returned to the post office by mail orderlies for forwarding to addresses or return to senders; such mail to be marked "Re-registered after delivery;" also "Forwarded" or "Return to writer," as the case may be.

9041. In case registered mail is received with the wrapping in poor condition, that fact should be indorsed on it and the letter or package reinclosed in an official envelope and the original register number together with the new address and origin entered on the new envelope.

9050. **Congressional correspondence.**—It has been brought to the bureau's attention that some commanding officers are failing to make replies to telegrams and letters of inquiry addressed to them by United States Senators, Representatives in Congress and other individuals, concerning the release of men under their commands and upon other subjects pertaining to Navy personnel.

9051. Failure to make replies to such telegrams and letters is creating a bad impression which can have no other effect than to react to the disadvantage of the service as a whole. Commanding officers should bear this in mind and should not fail to make reply to every letter of this sort, even though the nature of the reply is necessarily unfavorable to the request contained in the letter.

SERVICE RECORDS AND CONTINUOUS-SERVICE CERTIFICATES.

9100. **Comparison of men with records.**—Commanding officers must make every effort to compare men with their service records, and especially in the case of transfers the proper record must be with the man concerned. In any case where a discrepancy exists all the facts as shown by the record, as well as the man's statement, must be reported to the bureau without delay.

9110. **Entries required on continuous service certificates.**—The only entries to be made on the old form of continuous-service certificates are those now required in the instructions which will be found on the inside of the new form of continuous-service certificate. Particular attention is invited to the fact that on all certificates only one line is to be used for enlistment, one line for discharge, and that when a man deserts no entry whatever is to be made on the certificate. In all cases when chief petty officers are discharged their continuous-service certificates must show whether they were serving under acting or permanent appointment at time of discharge.

9120. **Instructions for making entries in records.**—The signatures of commanding officers on all final service records, etc., must be written and not stamped; the signatures on records of men who have not had clear records for the quarter be written and not stamped; before a discharge is made out the commanding officer will indicate the character by writing the words "good," "honorable," etc., as the case may be, in red ink across the face of the man's

service record, and affix his initials; all final entries will be verified by the executive officer; no one will be permitted to make an entry upon a service record without specific authority from the commanding officer or the executive officer.

9121. Erasures, alterations, or the use of ditto marks in service records or continuous-service certificates is prohibited. Should an error be made, a light red ink line will be drawn through it, the commanding or executive officer entering his initials alongside in ink.

9122. Quarterly marks and recommendations will be entered in all records promptly each quarter in accordance with the provisions of paragraphs 7500 to 7599 of these instructions.

9130. Disposition of records in special cases.—When any man is captured prisoner of war or is reported as missing his current service record should be closed out as missing or captured, giving full statement of facts, and forwarded to the Bureau of Navigation; his pay accounts should be transferred to the Navy disbursing officer, Washington, D. C.

CITIZENSHIP.

9200. Naturalization of aliens.—(*a*) An act of Congress approved May 9, 1918, provides for the naturalization of aliens who may be in the naval or military service of the United States, waiving the usual requirements as to residence in the United States and the filing of declaration of intention. The provision of the law is quoted below in so far as it affects aliens serving in the Navy:

"Any alien, or any Porto Rican not a citizen of the United States, of the age of twenty-one years and upward, who has enlisted in or entered or may hereafter enlist in or enter the Armies of the United States, either the Regular or the Volunteer Forces, or the National Army, the National Guard or Naval Militia of any State, Territory or the District of Columbia, or the State Militia in Federal Service, or in the United States Navy or Marine Corps, or in the United States Coast Guard, or who has served for three years on board of any vessel of the United States Government, or for three years on board of merchant or fishing vessels of the United States of more than twenty tons burden, and while still in the service on a reenlistment or reappointment, or within six months after an honorable discharge or separation therefrom, or while on furlough to the Army Reserves or Regular Army Reserves after honorable service, may, on presentation of the required declaration of intention, petition for naturalization without proof of the required five years' residence within the United States, if upon examination by the representative of the Bureau of Naturalization, in accordance with the requirements of this subdivision it is shown that such residence can not be established."

(*b*) It has been the experience of the Bureau of Naturalization that despite the efforts which have been made to facilitate the naturalization of alien soldiers and sailors during the present war whereby they might become naturalized immediately under a different provision of law, many were discharged without being given the opportunity to become naturalized. It is anticipated that this will happen with greater frequency after the war has terminated. The provision of law quoted above, of course, is general legislation and applies after the war as well as during the war, and for this reason, whenever an alien serving in the Navy is about to be discharged, he shall be informed that if he desires to become an American citizen it is incumbent on him to take the necessary action within six months from the date of his discharge or otherwise he must proceed in accordance with the general requirements of law before he may become a citizen.

9201. The following requirements are necessary for aliens who have been in the naval service during the present war to secure naturalization under the above act:

(*a*) The alien must actually be serving in the naval service of the United States.

(*b*) He must appear before a naturalization examiner for preliminary examination, accompanied by two United States citizens.

(c) The two witnesses must make affidavit to the fact that the alien is now serving in the Navy, that he is loyal to the United States, and that his character and conduct have been good.

(*d*) The two witnesses should be the superior officers of the alien. These witnesses may also make affidavit to such portion of the alien's United States residence of which they have knowledge.

(*e*) The alien does not need a declaration of intention (first papers), unless he be a Filipino. A Filipino may make the required declaration of intention, and then proceed in accordance with the above instructions.

9202. For the information of the service there is published herewith a list of places in the United States where chief naturalization examiners and naturalization examiners are stationed, and men desiring to secure naturalization or information in regard thereto, should be directed to apply direct to them.

Chief naturalization examiners:

721 Old South Building, Boston, Mass.
5 Beekman Street, New York, N. Y.
Federal Building, Philadelphia, Pa.
Department of Labor, Washington, D. C.
Federal Building, Pittsburgh, Pa.
Federal Building, Chicago, Ill.
Customhouse Building, St. Louis, Mo.
Federal Building, St. Paul, Minn.
Federal Building, Denver, Colo.
Federal Building, San Francisco, Calif.
Federal Building, Seattle, Wash.

Naturalization examiners:

Federal Building, Buffalo, N. Y.
Federal Building, Cleveland, Ohio.
Federal Building, Duluth, Minn.
Federal Building, New Orleans, La.
Federal Building, San Antonio, Tex.
Federal Building, Los Angeles, Calif.
Federal Building, Portland, Oreg.
Federal Building, Salt Lake City, Utah.
Federal Building, Detroit, Mich.
Federal Building, Providence, R. I.

9203. In addition to informing all concerned of the provisions of the law above quoted, prior to their discharge, commandants and commanding officers will give the utmost publicity to this information so that men previously discharged may avail themselves of their rights under the law within the six months after discharge.

9210. **Naturalization of Filipinos.**—Under the act quoted in paragraph 9200 above, native-born Filipinos, who have enlisted or may hereafter enlist in the Navy, who have declared their intentions to become naturalized and have been honorably discharged after three years' service or have received a good discharge with recommendation for reenlistment, may, on presentation of the required declaration of intention, file their petitions for naturalization without proof of the required five years' residence within the United States, if it be shown that such residence can not be established. Section 4 of the act of June 29, 1906, which is amended by the act referred to above, requires a period of not less than two nor more than seven years to elapse between the date of the filing of the declaration of intention and the date of the filing of the petition for naturalization. It is anticipated that the courts probably will construe the new law to mean that a Filipino, in order to be eligible to proceed

thereunder, must possess a declaration of the age prescribed. In order, therefore, that Filipinos may be naturalized with as little difficulty as possible, all Filipinos now in the naval service or who may hereafter enlist shall be advised to file at once their declarations of intention if located in the United States, and if not to take such step as soon as they arrive in this country, so that a period of at least two years will elapse between the date of the declaration and the date on which they make application for citizenship. In this way they will obviate any question arising as to their eligibility for naturalization insofar as the declaration of intention is concerned.

9211. It is exceedingly difficult for a Filipino in the United States Navy to comply with the provision of the law which requires that an alien shall, when filing petition for naturalization, file therewith a certificate from the Department of Labor stating the date, place, and manner of his arrival in the United States. This is due to the fact that Filipinos in many instances are not inspected under the immigration laws at the time of arrival, because in most cases entry into the United States is made on vessels of the United States Navy, service having commenced in Philippine waters. With a view to remedying this condition and so that a Filipino may observe in all respects the requirements of law in seeking to become naturalized, which is possible of realization under the act of May 9, 1918, it is suggested that the first time the ship on which such an alien is serving touches the United States or territories thereof, the Filipino be instructed to appear before the immigration officials in order that a record may be made wherefrom a certificate of arrival may be obtained for naturalization purposes. Filipinos desiring naturalization will be given such opportunity as is practicable to appear before immigration officials as above required.

9220. **Entry of citizenship on records.**—It is directed that a notation, over the signature of an officer, be made in the service record and upon the discharge or continuous service certificate of every enlisted man who has previously produced satisfactory evidence of citizenship: "Has produced evidence of United States (or N. U. S.) citizenship." This notation is for the protection of men upon reenlistment, and for the guidance of recruiting officers who otherwise are required to obtain evidence of citizenship, frequently at great inconvenience. The recruiting officers are instructed to accept such notation on the discharge or continuous service certificate upon future enlistments, and in every instance to make entry in a conspicuous place upon the new service record that evidence of citizenship has previously been furnished.

SUBSISTENCE.

9300. **Subsistence is an allowance in lieu of quarters and messing facilities.**—Authority to pay this allowance to enlisted and enrolled personnel of the naval service will be requested of and, after consideration of the facts as presented, granted by the Bureau of Navigation. The general rule will obtain and will be observed by all commanding officers in submitting requests and by the bureau in passing upon individual cases, that existing facilities for quartering and messing the personnel at any station must, if they are suitable, be employed; and that if, for the special privilege or benefit of any man, that man is excused from availing himself of such facilities, such excuse can not be considered as good reason for authorizing subsistence in his case. This doctrine will be scrupulously observed by all commanding officers in reporting, in connection with any request to be granted subsistence, that quarters and messing facilities are, or are not, "available." Subject to the foregoing, the following classification, which will be observed by the bureau in passing upon all cases involving the payment of this allowance, is published to the service for information and guidance:

(*a*) *Class A.*—To persons on duty at shore stations or on detached duty from vessels or shore stations, for whom neither quarters nor messing facilities are available, and who are not lodged or subsisted to any extent at Government

expense, $2.50 per day, during the continuance of such duty or detached duty, but not after quarters or messing facilities, either or both, become available.

(*b*) *Class B.*—To personnel attached to traveling recruiting parties, $4 per day while so attached.

(*c*) *Class C.*—To all persons on temporary duty, including inspection duty, away from their regular commands or stations for a period over 24 hours and less than 10 days, to whom Government quarters and subsistence are not furnished during such absence, $4 per day during the period of absence, except that men who have been regularly attached to stations or commands where Government quarters and subsistence (messing facilities) are provided shall, while absent on temporary duty therefrom, be paid $2.50 per day during such absence.

Classification C is established to provide for men on detached duty or other duty entitling them to the regular allowance of $2.50 per day, but who are required to be away from their regular stations for shore periods of time and may, as a result, have to keep up expenses at their regular stations during such periods.

9301. Subsistence allowance, in lieu of complete messing facilities, shall be paid, subject to the approval of the Bureau of Navigation as hereinafter provided, to enlisted and enrolled personnel for whom quarters are available, but for whom messing facilities are inadequate, as follows:

(*a*) *Class D.*—To persons on detached duty at stations at which there are quarters and facilities for messing together, where the total number does not exceed twenty-five, $1 per day.

(*b*) *Class B.*—To persons on duty at temporary stations or to persons on duty at stations which are just being established, at which there are quarters available and facilities for messing together, and at which the number is less than one hundred, $1 per day.

No station will be considered a temporary station which has been in commission more than three months.

(*c*) *Class F.*—At all permanent stations and at stations which, after having been in commission three months, assume a permanent status, but to which no supply officer is attached, regular messes will be established if the total number of men on duty at such station exceeds twenty-five, and the men will be subsisted in accordance with the instructions contained in Article I–4549.

(*d*) *Class G.*—At permanent stations to which a supply officer is attached, where there is a general mess established, with a complement in excess of one hundred, the Navy ration in kind will be issued.

9302. Allowances heretofore authorized since March 12, 1918, for men ashore in Europe, South America, Alaska, the Canal Zone, and the Philippine Islands remain effective.

9303. All cases which may arise involving payment of subsistence allowance to enlisted and enrolled personnel will be referred, from commands within the jurisdiction of naval districts, via the commandant, and from other commands, including the recruiting service, direct to the Bureau of Navigation. In referring cases to the bureau for approval the following instructions will be observed: (*a*) Use separate sheets for each class. (*b*) Submit all sheets in quadruplicate, original sheets signed by the commanding officer referring the case, and also by the commandant forwarding it. (*c*) Give in every case the full names of men concerned (surname first, in capitals), also the rating, service number, organization, and station or detail of each man. (*d*) Include, as applicable to each man for whom subsistence may be requested, a definite statement as to whether or not suitable quarters and messing facilities are or economically can be made available at the station submitting the report; if the statement that quarters and messing facilities are or can be made available follows a request for subsistence, full report in the premises will be submitted as to the reasons for making the request and the arguments in its favor.

9304. No subsistence shall be paid except in accordance with the foregoing and until the authority of the bureau shall have been obtained.

9305. All cases arising within the commands excepted by paragraph 9302 shall, in a similar manner, be referred to the bureau for approval; in the case of men on duty in Europe, recommendation will be submitted via the commander, United States naval forces operating in European waters, and may be forwarded by dispatch if necessary.

9306. Requests for authority to pay to enlisted and enrolled personnel the commuted value of the ration shall be referred to the bureau. Such requests, in cases involving chief petty officers and petty officers, first class, on shore duty or members of the crew of a receiving station, receiving ship or station ship, will receive consideration if the following conditions obtain: (*a*) that the man submitting the request is a married man who will, if ration is commuted, subsist himself with his family; (*b*) that the mess of which such man is a member will not be left with too few members to permit of an economical administration; and (*c*) that the commanding officer, after inquiry as to facts of (*a*) and (*b*), forwards the request, recommending approval by the bureau.

9307. Except as noted in paragraph 9302, the above provisions supersede all previous instructions and authorizations on the subject of the payment of the subsistence allowance to enlisted and enrolled personnel of the regular Navy and Naval Reserve Force.

9310. **Ship recruiting parties.**—When a ship recruiting party is sent ashore for the day to report for temporary duty at a recruiting station, the commanding officer of the ship is authorized to direct the supply officer to advance 75 cents in cash to each member of the party, to pay for the midday meal.

9311. In cases where commanding officers detail ship recruiting parties to report to recruiting officers at Navy recruiting stations to operate as traveling recruiting parties within the recruiting district, or as recruiting parties temporarily assigned to recruiting stations for a specified period, the subsistence allowances specified in paragraphs 9300 and 9301 of these instructions, will be authorized by the Bureau of Navigation to be paid to these men by recruiting officers at the recruiting stations in accordance with paragraph 9303 above. The recruiting officer, for purposes of determining the rate of subsistence allowance to which such men are entitled under these instructions, will issue written orders to the man in charge defining the status of the party, i. e., whether it is a traveling recruiting party, or a party assigned to temporarily augment the permanent recruiting force on duty at the main recruiting station. The ship recruiting party will not be considered as a traveling recruiting party while the men are performing temporary duty in the city in which the main recruiting station is located. Where the status of a ship recruiting party is defined by the recruiting officer as a traveling recruiting party, the party will be sent out on an itinerary designated by the recruiting officer, care being taken not to have recruiting parties from more than one ship operating in the same territory at the same time. While temporarily assigned to recruiting duty, during which period recruiting officers have been authorized to pay regular subsistence allowance to members of ship recruiting parties, commanding officers will check their rations on board ship.

9312. In the cases of destroyers and other ships to which no regular supply officers are attached, the allowance of 75 cents per man for the noonday meal taken away from ship, will be paid by recruiting officers, chargeable to appropriation, "Pay, miscellaneous."

9313. To avoid duplicate payments, commanding officers are directed to include in the written orders issued to members of ship recruiting parties, to be presented to the recruiting officer, specific information as to the amount of cash furnished for noonday meals. Where it is impracticable to advance cash for this purpose for the reasons given in the above paragraph, notation will be made on the orders to the men that the recruiting officers will furnish allowance for noonday meals. Where regular subsistence allowance is involved, specific notation will be made on the orders that the recruiting officers

will pay subsistence at the rate specified in paragraph 9300 (*b*) of these instructions.

9320. **Instructions for paying subsistence in special cases.**—Class C subsistence will be authorized for reservists awaiting transfer to the regular Navy at recruiting stations for whom active-duty orders have been requested.

9330. **Subsistence reports.**—Weekly reports under date of Saturday will be submitted to the Bureau of Navigation by each station authorized to furnish subsistence, showing total number of men furnished subsistence, arranged according to classes as described in paragraphs 9300 and 9301 of these instructions.

CLAIMS.

9400. **Arrears of pay, subsistence.**—All claims for arrears of pay, subsistence, etc., from enlisted men will be submitted through the regular official channels to the Bureau of Navigation, which bureau will forward them to the auditor, via the Bureau of Supplies and Accounts, when necessary.

9401. The bureau is constantly in receipt of claims from enlisted men for arrears of pay, subsistence, etc., which must be returned to the commanding officer of the vessel or station on which the applicant served during the period of the claim, for verification of data on which claim is based. This frequently results in several months elapsing before the claim is considered by the auditor. Hereafter, commanding officers will, when forwarding claims, include in their indorsements such information as will enable the bureau to make proper recommendation to the auditor without further correspondence. If the claim is for service rendered in another vessel, the claim will be sent to the bureau via the officers having cognizance of the case, who will include in their indorsements the information required.

9410. **Clothing lost in a marine disaster.**—The following instructions are for the information and guidance of all concerned with reference to reoutfitting enlisted men of the Navy who suffer the loss of clothing and personal effects in marine disasters as contemplated by the act of October 6, 1917. The purpose of these instructions is to insure that a proper record will be kept of all issues made under the foreging circumstances to enlisted men whom it is necessary to reoutfit prior to approval of reimbursement by the department of claims.

9411. When men have lost their clothing and are entitled to reimbursement therefor under the provisions of this act, issues in kind may immediately be made to them and the following instructions observed by the issuing officer so that when the approved claim is received back, appropriate credit may be made to the account of the man concerned for all issues in kind which have already been made to him:

(*a*) Each man who suffers loss of clothing and small stores in a marine disaster is to be furnished when reoutfitted a typewritten statement of all articles so issued. The statement will be signed by the supply officer as to the issue and by the man as to the receipt. The statement will show number and name of articles issued and price of each, and have attached thereto the requisition for their issue approved by the commanding officer as necessary for the men's health and comfort. This statement will be issued in duplicate—one given to the man, the other attached to his service record. The man should then be directed to submit his claim on the proper form for reimbursement.

(*b*) Upon receipt of the approved claim, the supply officer having the claimant's account will make necesary adjustment upon the claimant presenting the signed statement of previous issue. For such items as have been issued and which appear on the claim, the man will be given a sundry pay-roll credit. The remainder of the items will immediately be issued in kind. The claimant's clothing statements together with the approved claim will be filed as pay-roll

vouchers. In the event the original statement is lost by the man the duplicate attached to his service record can be used. The service record should show the date of final adjustment of claim and by whom made.

9412. In order that men who have lost their effects in a marine disaster may obtain clothing immediately, the following procedure will be followed:

(*a*) Upon arrival of the crew of a shipwrecked vessel at a ship or station where clothing may be obtained, issue should immediately be made of a reasonable outfit of clothing to include only articles which are enumerated as contents of the regulation bag and not to exceed 75 per cent of the articles for which reimbursement will be claimed. Individual receipts will be obtained for these issues and the total issue with the receipts will be invoiced to the officer settling the lost vessel's accounts. This officer will not check the individual pay accounts at once for the value of these issues but will note on each claim for reimbursement the articles which have already been issued in kind and will present both the receipts and invoices to the officer who finally settles the claim.

(*b*) The officer who makes final settlement of the claims will receipt the invoice, take the clothing up in his clothing and small stores account, and charge the issues made to each man to his account on the pay roll to offset the value of his claim as approved by the Bureau of Navigation.

MEDALS.

9500. **Victory medals.**—In accordance with the provisions of General Order No. 482, the bureau will award a victory medal to all persons in the naval service on active duty between April 6, 1917, and November 11, 1918. A victory button to be worn on civilian clothing will also be issued by the bureau to all persons who served in the Navy between the above dates. When the supply of medals is received in the bureau the service will immediately be informed.

9501. When informed that the medals and buttons are ready for issue the commanding officer of each vessel and independent shore station will ascertain the exact number of enlisted men under his command who are entitled to a medal, and immediately will make requests to the Bureau of Navigation by letter to furnish the exact number required. This will include all men entitled to a medal who are attached to the station or vessel. In case of men discharged between the submission of the list and the receipt of the medals, the medals will be returned to the bureau with one letter naming all such men. The letter requesting medals will not name the men except in doubtful cases, as hereafter provided, and no individual request will be made to the bureau for the medals. Men who have reenlisted since November 11, 1918, will be required to present their discharge paper or continuous-service certificate as evidence of service, but if unable to do so inquiry will be made of the bureau as to their service.

9502. Commandants of all naval districts will suply medals to reservists on inactive status, whose records are kept by the district. Commanding officers will forward medals for reservists relieved from active duty, after the lists are submitted, to the commandant of the district to which the reservists' records have been sent.

9503. Men discharged from the regular Navy and Naval Reserve Force will be furnished with a Victory button upon the presentation of their discharges to a Navy recruiting station. Each Navy recruiting station has been furnished a supply of such buttons, and upon issuing a button the following entry will be made on the discharge and signed by the recruiting officer: "(Date) Victory Button issued."

9504. Clasps and stars referred to in paragraph 2 of General Order No. 482 will not be furnished by the bureau, but commanding officers will determine from the records of the men to which clasp each man is entitled, if any, and will authorize the man to wear the clasp to which he is entitled and to purchase it from any firm dealing therein. In case the commanding officer is in doubt

as to whether a man is entitled to a clasp, the man's affidavit as to his service will be sufficient evidence for the commanding officer to authorize him to wear the clasp in question.

9510. **Medal of honor, distinguished service medal, Navy cross.**—The following medals and decorations have been authorized by legislation:

(*a*) Medal of honor; to be given to any person who, while in the naval service, in actual conflict with the enemy, distinguishes himself by gallantry and intrepidity at the risk of his life above and beyond the call of duty.

(*b*) Distinguished service medal; to be given to any person while in the naval service of the United States, since the 6th day of April, 1917, who has distinguished, or who hereafter shall distinguish, himself, by exceptionally meritorious service to the Government in a duty of great responsibility.

(*c*) Navy cross; to be given to any person who, while in the naval service of the United States, since April 6, 1917, has distinguished, or who shall hereafter distinguish, himself, by extraordinary heroism or distinguished service in the line of his profession, such heroism or service not being sufficient to justify the award of a medal of honor or a distinguished service medal.

9511. Reports and recommendations for the award of any of these medals will be forwarded through official channels to the Bureau of Navigation. In this connection, attention is invited to the facts that:

(*a*) An act or service, to justify an award, must be at once distinguished exceptional, and individual.

(*b*) A definite, concise description of the act of service deemed worthy of recognition must be made.

(*c*) A specific recommendation by superior authority for recognition must accompany the report.

As all men who receive recognition must be specifically recommended, commanding officers must see that deserving cases coming under their commands are brought to the attention of the department.

WAR RISK INSURANCE.

9600. **Family allotments and allowances—Compulsory allotment—(Class A).**—An allotment made through the Bureau of War Risk Insurance is known as a family allotment. The term "family allowance," means the sum of money paid by the Government to a man's dependents over and above that which the man contributes by his allotment. "Family allotment" is what the man contributes and is the amount charged on the pay roll. Every enlisted man on active service in the Navy must execute an application for family allotment and allowance on Treasury Form 1B on the day of enlistment or entry into active service, whether or not he has any dependents. Form 1B should, if possible, be prepared on the typewriter. If the enlisted man has a wife, child, or divorced wife to whom alimony has been decreed and who has not remarried, he must make a compulsory allotment (Class A) of $15 per month, or if a less amount has been decreed as alimony for the divorced wife, who has not remarried, in the amount of such alimony. If he has neither wife, child, or divorced wife, to whom alimony is payable and who has not remarried, he will execute application for family allotment and allowance, inserting the word "None," in the space for wife, child, or divorced wife.

9601. **Exemptions from compulsory allotment.**—The enlisted man may, upon application showing good cause, be exempted from a compulsory allotment. Exemption claims with full information and substantiating evidence and affidavits supporting the claim should be attached to and forwarded with the allotment application, noting on the face of the allotment application, "Exemption claimed." The supply officer carrying the pay account concerned will check the allotment on the pay roll until notified by proper authority that exemption has been granted. On receipt of notice that exemption has been granted, the man shall be credited on the pay roll the total sum checked therefor, if exemption was claimed on the original recording of allotment ap-

plication. If exemption was claimed at a subsequent date, the man shall be credited with the amount checked therefor over and beyond the date of last payment to the allottee by the Bureau of War Risk Insurance. Where a compulsory allotment has been made to a wife, with an exemption claim attached, and the divorce is subsequently granted, a copy of the divorce decree should be submitted as evidence in support of exemption claim, but checkage must be made on the pay roll until notice is received that exemption has been granted. Where partial exemption is granted by the Bureau of War Risk Insurance for any period prior to July 1, 1918, and the supply officer concerned has been properly notified, amount of allotment in excess of that required for Class A dependents—from allotment to whom the enlisted man has not bee exempted—should be credited on the pay roll.

9602. **Family allotment (Class B).**—Any enlisted man may, at his option, on the 1st day of any month make a voluntary family allotment (Class B) of $15 to a parent, grandparent (either of man or wife), grandchild, brother or sister; and any woman may, at her option, make a voluntary allotment (Class B) of $15 to a husband or child, provided dependency exists. An enlisted woman may also make a voluntary allotment (Class B) of $15 to a parent, grandparent (either of herself or husband), grandchild, brother or sister, provided dependency exists. If the Class B allotment of an enlisted man is made, in addition to a compulsory Class A allotment, the amount of the Class B allotment shall be $5. If the allotment of an enlisted woman to a parent, grandparent, grandchild, brother or sister, is in addition to an allotment to a husband or child, the amount of the allotment to the parent, grandparent, grandchild, brother or sister, shall be $5. The right to make a voluntary family allotment (Class B) is conditional on the dependency of the allottee. Dependency is determined by the average amount of monthly habitual contribution because of dependency for one year prior to entry into the naval service. If dependency has arisen since entry into the naval service, a Class B allotment may be made if the date and cause of such dependency is stated on the application. A man or woman is not eligible to make a voluntary family allotment (Class B) unless the amount of monthly habitual contribution because of dependency exceeds the amount of the allotment, or unless dependency has arisen since entry into the naval service, no allowance being payable in such cases.

9603. **Allowance.**—In addition to the family allotment, the Government will add to all Class A compulsory and Class B allotments, where the condition of dependency is complied with, an allowance, the amount of which will vary according to the number and relationship to the applicant of the enlisted man's dependents. (See War Risk Insurance Act.) This Government allowance is paid only in cases where application therefor is made in the space provided on Treasury Form 1B. If the Government allowance is not applied for, or if the man is not entitled to a Government allowance, he is not eligible to make a family allotment, and, in such cases, family allotment and allowance will not be paid. All allotments other than family allotments must be made on S and A Form 6.

9604. **Execution of applications.**—The responsibility for the proper execution of applications for family allotment and allowance rests upon commanding officers and commandants. Every application shall be executed in triplicate and forwarded immediately by the applicant's commanding officer to the supply officer on whose rolls the applicant's pay account is carried. Every application shall be inspected as to its completeness by the officer carrying the applicant's pay account. If found improperly executed, the officer carrying the account shall return the application to the applicant's commanding officer, pointing out in which respects the application is incomplete or incorrect.

9605. **The checkage of allotments.**—The responsibility for the proper checkage of allotments rests upon the supply officer carrying the account against which the allotments are to be charged.

9605a. Every application for family allotment and allowance which, if correct, shall be recorded at once by the officer carrying the account of the applicant. A description of the allotment and allowance shall be entered on the pay roll and a record kept similar to that now kept for Navy voluntary allotments (S. and A. Form 6). The following indorsement will be placed on the back of every recorded application for family allotment and allowance:

(1) The monthly allotments which I shall charge against the applicant on the pay roll is for_____ { Class A_____ $_____ / Class B_____ $_____ / Total _____ $_____

(2) The charge on the pay roll of the above-mentioned allotments commenced_____ { Class A_____ 19__ [Day] [Month] / Class B_____ 19__ [Day] [Month]

(Signed by) _____

_____*Supply Corps, U. S. N.*

Prorate:

Class A from_____ to _____ $_____

Class B from_____ to _____ $_____

On Form 1B, revised November 11, 1918, a space headed, "This space to be filled in by checking officer," is provided on the face of the form, which is in lieu of the indorsement on the back of the form, as provided above. On the revised form this space will be filled in and no indorsement placed on the back.

9605b. The total family allotment of class A and class B shall be charged on the debit side of the pay roll, in the column headed "War risk allotments." Checkages against the accounts of men entering the service with class A dependents, must be made from the date of enlistment, or entry into active service, and the first month's checkage must be prorated for the actual number of days served. Where class A dependency arises after men are in the service, checkages should be made from the first of the month subsequent to that in which such dependency was incurred, and the date of the contingency must always be indicated on the superseding application. Class B allotments may be effective either from the date of enlistment, or entry into active service, or from the first of a subsequent month. Checkages of family allotments will be continued until notice from proper authority is received that they should no longer be made.

9605c. Checkage of Class A allotments will take precedence over Government indebtedness for property loss and loss of pay by sentence of deck court, summary court-martial, or general court-martial, either with or without confinement. Checkage of Class B allotments will take precedence over Government indebtedness for property loss and loss of pay by sentence of deck court, summary court-martial, or general court-martial not involving prison confinement. If a Class B allotment is discontinued at the request of the grantor, good reason for such request must be stated. On the happening of any contingency which will operate to discontinue a family allotment, Class A or Class B, caused by a change in the status of the man, such as the death of allottor, discharge, relief from active duty, desertion, and operation of General Order No. 231, the allotment will be stopped on the date of such contingency, and the checkage prorated. On the happening of any contingency which will operate to discontinue, or start, a family allotment, Class A or Class B, caused by the status of the man's family conditions (marriage, childbirth, change of dependency, death of allottee, etc.), the allotment will be stopped at the end of the month in which the contingency occurred, or started on the first of the following month, as the case requires, and the checkage will not be prorated. S. and A. Form 372, in duplicate, should be used to stop all family allotments. In the case of absence without leave, neither Class A nor Class B allotments will be stopped. If the absence develops into desertion, both Class A and Class B allotments will be stopped on the day preceding the desertion. If a man is

not in a pay status by reason of the operation of General Order No. 231, no checkage should be made for family allotments, Class A and Class B, for such period, and the Bureau of War Risk Insurance should be notified to suspend and resume payments on the proper dates.

9606. **Transmittal of application to Bureau of War Risk Insurance.**—After an application has been recorded, the original shall be forwarded immediately to the allotment and allowance division. Bureau of War Risk Insurance, Washington, D. C. The remaining two copies will be retained by the supply officer who registered the application, one copy for his permanent files and the other to be forwarded with the transfer pay account of the applicant. Separate letters will be written transmitting applications showing no dependents and those showing dependents. Letters transmitting applications for family allotment and allowance shall indicate the number of applications inclosed therewith, as is the practice in forwarding applications for Navy voluntary allotments (S. and A. Form 6). All transfer pay accounts shall contain full information regarding family allotments, including the last month for which allotments are charged. A certified copy of the application for family allotment and allowance should accompany the transfer pay accounts.

9607. **Corrections and changes to applications.**—When an increase in dependency has occurred or for any other reason it becomes necessary to execute a subsequent application for family allotment and allowance, either Class A or Class B, a new application shall be executed containing either one, or both Class A and Class B allotments, which shall contain the statement "Superseding previous application dates _____." Whenever a decrease in dependents, either in part or in full, is desired to be made, a notice of discontinuance (S. and A. Form 372) must be forwarded to the Bureau of War Risk Insurance in duplicate. A superseding application should not be forwarded.

9608. All changes of address of allottees should be immediately reported to the Allotment and Allowance Division, Bureau of War Risk Insurance, and full names of allottor and allottee and both old and new addresses should be given. On all applications for family allotment and allowance and abstracts and correspondence relating thereto the given names as well as surnames of both the allottor and the allottee will be spelled out in full. In no case will initials alone of given names be used.

9609. **Men declared deserters.**—When an enlisted man of the Navy has been declared a deserter his family allotments, Class A and Class B, shall be stopped and checkage of insurance premiums discontinued and notice to that effect forwarded to the Bureau of War Risk Insurance on S. and A. Forms 372 and 373, respectively. Certified copies of allotment and insurance applications shall accompany all transfer pay accounts to and from the deserter's roll. These copies shall bear on the face the notation that the allotment has been stopped and insurance checkages discontinued, respectively, and the date and amount of last checkage shall be indicated. These certified copies are for information only. An insurance application becomes official again if the insurance is reinstated. When a deserter has returned to the service he shall immediately execute a new form 1B if he has Class A dependents, and checkages must be made against his account in accordance therewith. Class A allotments are not affected by sentence of general court-martial, involving prison confinement. Class B allotments take precedence over sentences of deck, summary, or general court-martial, not involving prison confinement, but are discontinued when the sentence of general court-martial involves prison confinement. Upon the return to the service of a deserter, his insurance may be reinstated if it has been allowed to lapse.

9610. **Term insurance.—Applications.**—Every commissioned officer and every enlisted man and every member of the Navy Nurse Corps (female), when employed in active service under the Navy Department, shall be given an opportunity to apply for Government insurance in any amount from $1,000 to $10,000, in multiples of $500, within 120 days from date of enlistment, or date of reporting for active service. Application shall be made on Treasury Form 2A

and, if possible, should be prepared on the typewriter. In case of enlisted personnel the application shall be witnessed by an officer.

9611. **Beneficiary.**—The beneficiary named in an insurance application must bear the relationship to the insured of spouse, parent or grandparent (of either insured or the spouse of insured), grandchild, brother, or sister, as defined by the War Risk Insurance Act. A change of beneficiary may be made at any time within the permitted class and without the consent of the beneficiary previously named in the application of the insured. Application for change of beneficiary will be made on Treasury Form 724, witnessed by an officer, and forwarded to the Insurance Division, Bureau of War Risk Insurance.

9612. **Execution of application.**—The responsibility for the proper execution of applications for Government insurance rests upon commanding officers and commandants. Every application for insurance shall be executed in triplicate and forwarded immediately by the applicant's commanding officer to the supply officer on whose rolls the applicant's pay account is carried. Every application shall be inspected as to its completeness by the officer carrying the applicant's pay account. If found improperly executed, the officer carrying the accounts will return the application to the applicant's commanding officer, pointing out in what respects the application is incomplete or incorrect.

9613. **Checkage of premiums.**—The responsibility for the proper checkage of insurance premiums rests on the supply officer carrying the account against which the premium is to be charged.

9613a. Every application for insurance which is correct shall be recorded at once by the officer carrying the account of the applicant. A description of the insurance shall be entered on the pay roll and a record kept similar to that kept for Navy voluntary allotments (S. & A. Form 6). The following indorsement will be placed on the back of every recorded application for insurance:

_____19__
[Day] [Month]

Received by me this date. Checkage of premium ($_____) will be made by me monthly from date of application. First check made _____19__, for $_____.
[Day] [Month]

_____

_____*Supply Corps, U. S. N.*

9613b. In no case will insurance premiums be prorated. The premium charged for insurance shall be entered on the debit side of the pay roll in the column headed, "War risk insurance premiums". Checkage of one month's premium shall be made on the day the application is executed and, thereafter, one month's premium shall be checked on the first day of every month. Checkage must be made on the Navy pay roll of premium for every application for term insurance executed by officers or men in the Navy. Checkages of insurance premium will continue while a man is in a pay status, or until the insurance is cancelled by written request over the man's signature, forwarded through the supply officer carrying his account. No refund of premiums checked will be made because of cancellation.

9613c. The insurance is issued at monthly rates for the age (nearest birthday) of insured when insurance becomes effective. On July 1, 1919, all premiums on insurance which has been in force for 12 months, will be increased to the amount of premium for the next age above that shown on the application. Thereafter, on July 1 of each year, all premiums for insurance which has been in force for 12 months or more, will be increased to the amount of premium for the next age above that shown on the application. Thereafter, on July 1 of each year all premiums for insurance which have been in force for 12 months or

more, will be increased to the amount of premium for the next succeeding age of the applicant.

9613d. The checkage of insurance premiums will take precedence over Government indebtedness due to property loss, and loss of pay by sentence of deck, summary, or general courts-martial not involving prison confinement. Sentence of general court-martial involving prison confinement will operate to stop checkage of insurance premiums on the Navy pay roll. In such cases the man should be instructed to remit, or have some one else remit, the premium directly to the Bureau of War Risk Insurance, or suffer his insurance to lapse. Government insurance may be cancelled by the reasons specified in section 29 of the War Risk Insurance Act as amended June 25, 1918, or upon the request of the insured over his signature. In all cases where checkage of insurance premium is discontinued, notice thereof should be sent immediately to the Insurance Division, Bureau of War Risk Insurance, S. and A. Form 373.

9614. **Transmittal of application to Bureau of War Risk Insurance.**—After an application has been recorded, the original shall be forwarded immediately to the Insurance Division, Bureau of War Risk Insurance, Washington, D. C. The remaining two copies will be retained by the supply officer who registers the application—one copy for his permanent files and the other to be forwarded with the transfer pay account of the applicant. Letters transmitting applications for insurance shall indicate the number of applications inclosed therewith as is the practice in forwarding applications for Navy voluntary allotments (S. & A. Form 6). Correspondence from all persons in the naval service, regarding Government insurance, shall be forwarded to the Bureau of War Risk Insurance. All transfer pay accounts shall contain full information regarding insurance carried by the man transferred, including a statement as to the last month charged. A copy of every application for insurance, certified true and correct by the supply officer, will accompany every transfer pay account.

9615. **Men discharged.**—On discharge, every man having an insurance application shall be furnished with a certified copy thereof and Treasury Form 2303, properly filled out, in duplicate. He shall be instructed to forward both copies of Treasury Form 2303 to the Bureau of War Risk Insurance with the first remittance of premium by him. He shall further be instructed that, in case of reenlistment, he shall give the certified copy of the insurance application to the supply officer taking up his pay account and fill out Treasury Form 758 or execute a new Treasury Form 2A. If, upon separation from the service, in any month, the insured has not sufficient pay due to liquidate the premium checked on the first of that month, no checkage of premium shall be made for the month in which separation occurs.

9616. **Men declared deserters.**—In the case of absence without leave insurance premium will be checked for subsequent pay. If the absence develops into desertion, checkage will be stopped with the premium for that month, provided there is sufficient money due; if not, checkage will be stopped with the preceding month. If a man is not in a pay status by reason of the operation of General Order No. 231, insurance premiums may be checked from money due, or from subsequent pay, provided a period of 60 days has not elapsed during which no premium was checked, in which case the man must apply for reinstatement.

9620. **Converted insurance.**—All commanding officers and commandants will take steps to see that all persons under their commands, especially those about to be discharged or released from active duty, are given full information with regard to the new forms of Government insurance and that every man is given the opportunity to convert his present term insurance into one or more of these forms in accordance with section 404 of the War Risk Insurance Act.

9621. **Applications.**—Applications for conversion may be made at any time within five years after the termination of the war, as declared by proclamation of the President of the United States. The present term insurance may be converted in whole or in part without medical examination; that is, any amount of the term insurance now carried may be converted in multiples of $500 (not

less than a thousand) at any time and into one or more of the several forms of insurance offered, within five years after the termination of the war. Applications for insurance will be made on Bureau of War Risk Insurance-Treasury Form 739. Applications will be executed in single copy by the insured, and the amount of the first premium will be securely attached to the application, unless allotment has been made to cover, in which case statement to this effect will be made on the application and a copy of S. and A. Form 6 attached. The application will then be forwarded to the Insurance Division, Bureau of War Risk Insurance, Treasury Department, Washington, D. C., by the supply officer carrying the pay account of the insured. Application for conversion will not be effective until approved by the Bureau of War Risk Insurance and the first premium on the converted insurance paid (excepting cases where allotment is made). The converted insurance will take effect on the first of the month succeeding the month in which the application is made, provided that the premiums of the present term insurance have been paid up to and including the current month in which the application for conversion is made.

9622. **Checkage of premiums during conversion.**—The premium due on the present term insurance on the first of the month in which application for conversion is made must be checked, but, after application for conversion is made, no premiums will be checked on the pay roll for the converted insurance. In case of partial conversion, the premium for the converted insurance must be paid by the insured and the premium on the amount remaining as term insurance will continue to be checked on the pay roll. In case the insured does not desire to continue term insurance remaining, no further checkage will be made and notice of discontinuance of the amount of insurance not converted will be forwarded to the Insurance Division, Bureau of War Risk Insurance, on S. and A. Form 373, as is now done in cases of cancellation. This notice is in addition to the S. and A. Form 373 used to give notice of the discontinuance of the insurance converted. When a supply officer receives an application for conversion, he will cease checking the premium for the present term insurance, and will notify the Insurance Division, Bureau of War Risk Insurance, on S. and A. Form 373, noting "Conversion" in the space headed, "Contingency causing discontinuance," and in the space headed, "Date of contingency," the effective date of converted insurance will be inserted. In case of partial conversion, the amount converted and the amount remaining as term insurance will be noted in addition to the above.

9622a. In all cases of conversion the following indorsement will be written (in red ink) across the face of the original application for insurance on Treasury Form 2A:

$_____ converted into
[Amount]
_____ on _____
[Kind of policy] [Date effective]
$_____ remaining as term insurance.
[Amount]

_____
Supply Corps, U. S. N.

A certified copy of original Form 2A will be attached to transfer pay accounts as long as any of the insurance is carried as term insurance and when insurance premium is no longer checked on the pay roll by reason of conversion or cancellation, at request of insured, certified copy of the application need not be attached to transfer pay account or furnished the man on discharge.

9622b. In addition to the above indorsement on Form 2A, the following indorsement will be placed on the application for conversion, which is forwarded to the Bureau of War Risk Insurance:

"Premium on present term insurance checked to and including the month of _____."

_____
Supply Corps, U. S. N.

9623. **Methods of paying premiums.**—Premiums on converted insurance must be paid by the insured. They may be paid monthly, quarterly, semiannually, or annually by any of the following methods:

(1) Sending a certified check, draft Government check, or money order payable to the Treasurer of the United States, to the Premium Receipt Section, Bureau of War Risk Insurance, Treasury Department, Washington, D. C.

(2) Paying premiums in cash to any postmaster or Navy mail clerk (special form of money order is used for this purpose).

(3) Executing Navy voluntary allotment on S. and A. Form 6, payable to the Treasurer of the United States, Bureau of War Risk Insurance, Washington, D. C., for the amount of monthly premiums. Such allotment must be registered effective the month in which the application for conversion is made. Copy of S. and A. Form 6 will accompany the application for converted insurance. This method can only be used where premium is payable monthly.

9624. **Paying by allotment.**—When an allotment is registered to pay premium for converted Government insurance, the man's full name should be filled in on S. and A. Form 6. If, in any month, the insured will not have sufficient pay accruing by the end of that month to liquidate the allotment, the supply officer carrying the pay account of the insured shall advise, by telegraph or cable, the Navy allotment officer to stop such allotment and will also advise the allottor that, if premiums are not otherwise paid within the month when due, the insurance will lapse for nonpayment of premium. Upon the receipt of such stop notice, the Navy allotment officer will immediately notify the Bureau of War Risk Insurance and the bureau will notify the insured and beneficiary to the effect that, if premiums are not otherwise paid within the month when due, the insurance will lapse for nonpayment of premium.

9625. When any person in the Navy executed an allotment from his pay for premiums on converted insurance, such allotment will be considered equivalent to payment, provided the insured has sufficient pay accruing at the end of the month to liquidate the allotment. However, if the insured has not sufficient pay accruing at the end of the month to liquidate the allotment, the allotment will not be considered equivalent of payment and the insurance will lapse for nonpayment of premium. unless the premium is otherwise paid.

9626. After application has been made for conversion of insurance. the insurance premiums and all matters pertaining to such converted insurance will be handled by the individual concerned directly with the Bureau of War Risk Insurance in the same manner as if the insurance was with a private company, and not through the Navy. But until application is made for conversion, all matters pertaining to insurance will continue to be handled through the supply officer carrying the pay account of the insured.

9630. **Miscellaneous instruction.**—The provisions of the War Risk Insurance Act insofar as it pertains to family allowances, apply to all enlisted men in the military or naval forces of the United States, except the Philippine Scouts, the Insular Force of the Navy, and the Samoan Native Guard and Band (Navy).

9631. In every case Form N. Nav. 235 will be executed at the same time and place as the application for insurance or allotment.

9632. On all applications, abstracts or correspondence concerning war risk insurance, the given names, as well as surnames of both the applicant and the beneficiaries should be spelled out in full. In no case should initials alone of given names be used.

9633. When an application for war risk insurance, on Treasury Form 2A, is made by an illiterate and signed by a mark, two witnesses to this act are required. One must witness the application and both of them must witness the making of the mark. This should be accompanied by an affidavit from the witnesses as to the conditions under which the application was signed.

9634. Whenever any changes in war risk insurance or family allotments are made, a new Form N. Nav. 235 should be forwarded to the Bureau of Navigation at once.

9635. Claims for benefits, as provided in article 3 of the War Risk Insurance Act, shall be forwarded direct to the Bureau of War Risk Insurance, Treasury Department, Washington, D. C.

UNIFORMS.

9700. **Special winter clothing outfits.**—Outfits of specially designed winter clothing are issued from the provisions and clothing depot at New York. The percentages of the different sizes in which this clothing is furnished are shown in the following list of articles comprising this outfit:

(*a*) Two heavy woolen undershirts. (Sizes: 20 per cent No. 34, 40 per cent No. 36, 30 per cent No. 38, 10 per cent No. 42.)

(*b*) Two pairs extra heavy woolen underdrawers. (Sizes: 20 per cent No. 32, 40 per cent No. 34, 30 per cent No. 36, 10 per cent No. 40.)

(*c*) Two pairs heavy woolen socks. (Sizes: 30 per cent No. 9½, 50 per cent No. 10½, 20 per cent No. 11½.)

(*d*) One blanket overshirt with hood.

(*e*) One windproof suit with hood. (Sizes: 25 per cent No. 1, 50 per cent No. 2, 25 per cent No. 3.)

(*f*) Two pairs woolen mittens or one finger gauntlets.

(*g*) One pair heavy arctics, to be worn over ordinary shoes, for ships other than destroyers. (Sizes: 25 per cent No. 7, 25 per cent No. 8, 20 per cent No. 9, 20 per cent No. 10, 10 per cent No. 11.)

(*h*) One pair heavy leather sea boots, for destroyers only. (Sizes: 20 per cent No. 8, 25 per cent No. 9, 25 per cent No. 10, 20 per cent No. 11, 10 per cent No. 12.)

No requisition will be required from ships for initial outfits; they will be shipped in quantities based on the records of the Bureau of Navigation. The number of outfits furnished in each case will allow for 10 per cent spares.

9701. These special winter clothing outfits are issued primarily for the use of men doing duty afloat who will be subjected to extreme cold and to severe weather, such as lookouts and men standing watch in exposed positions. In the past, this clothing has been used generally for other purposes, which is not only unnecessary, but destructive to the clothing. Commanding officers will take the necessary action to prevent the improper use of special winter clothing outfits, as these articles are the property of the Government and merely loaned for use under emergency conditions as stated above. It must be impressed upon each person to whom this clothing is issued that it is Government property and is merely loaned for use under emergency conditions. Proper steps must be taken to fix responsibility, and any man having received an outfit will be held accountable for articles in his possession by his divisional or commanding officer. In cases where proper care has not been exercised or where articles have been lost or destroyed through carelessness, the necessary disciplinary action will be taken and proper notation made on the service record.

9702. This clothing will not be invoiced in any property account. The provisions and clothing depot at New York, when making shipment to any vessel, will forward memorandum invoice without price for receipt by the commanding officer or by the supply officer of the vessel. This receipted memorandum invoice will be returned promptly to the depot.

9703. Whenever men who have received outfits of special winter clothing are transferred to other vessels or stations, they will take with them the underwear and socks which they have been wearing. In order to prevent duplicate issues being made until such time as the original articles are worn out or need replacement, a notation to the following effect will be entered at the top of page 12 in the service record of each man to whom an outfit of special

winter clothing has been issued: "Special winter clothing outfit furnished (date)." When a man whose record bears such a notation arrives on board ship and is assigned to such duty as requires a special winter clothing outfit, he will be supplied only with the outer garments of the outfit. In cases where the ship's outfit of special winter underwear and socks has become sufficiently depleted to warrant replenishment, by reason of the transfer of men who take this clothing with them, replacements may be obtained by submitting a requisition direct to the Bureau of Supplies and Accounts. Such requisition must state the number of men who have been transferred with such clothing, and the ships or stations to which they have been assigned. This paragraph applies only to that part of the winter clothing outfit which consists of underwear and socks. The other articles of the outfit will be retained on board and will be reissued from time to time as the need arises.

9704. Special winter clothing outfits will be inspected at least once each quarter to determine their condition and to ascertain whether or not proper care is being taken of them. Replacement of articles actually worn out in use or which may have been unavoidably lost or destroyed will be secured by requisition submitted direct to the Bureau of Supplies and Accounts. Requisitions must contain the following information: In the column headed "Quantity on hand" will be noted the number of articles on hand not issued; in the body of the requisition will be noted the number of outfits originally received and the number in use on board. These requisitions will be headed "Special winter clothing," will not show any appropriation and will not contain other items.

9705. For the purpose of fixing responsibility, surveys will be held whenever requisitions for replenishments are submitted. Such surveys will not be necessary in the case of requisitions submitted under the circumstances set forth in paragraph 9703. Requisitions for the replacement of articles worn out in use, lost, or destroyed, will be submitted during the month of July, accompanied by copies of the survey reports. No requisitions will be submitted at any other time, unless the need for replenishment is so urgent as will not permit of delay. All articles of the outfit which have been worn out in use and can not be rapaired on board ship will be turned in at a navy yard the same as other surveyed material. The yards receiving this clothing will ship it to the Supply Officer, Navy Yard, New York, for disposition as salvage.

9706. In so far as may be practicable each article of the winter clothing outfit will be stamped or marked with the name of the ship, and will also bear the station number of the man to whom the outfit is issued.

9707. The Bureau of Medicine and Surgery has recommended the following method of cleaning the blanket shirt, heavy underwear, and socks: The blanket shirt, heavy underwear, and socks should be washed by hand in luke-warm (not hot) water containing a soap free from excess of free alkali, such as Ivory soap. After being rinsed in warm water they should be hung up to dry without wringing.

9708. Paragraphs 9703 to 9707, inclusive, apply also to the special submarine outfit.

9710. **Fitting of uniforms.**—On the proper fitting of men's uniforms depends, to a great measure, their smartness and contentment. It is evident from casual observation that division, supply, and commanding officers pay too little attention to the proper fitting of uniforms, and apparently lose sight of the fact that ship's tailors are primarily intended to fit properly, at the expense of the Government, all uniforms issued to enlisted men. The Bureau of Navigation frequently is in receipt of criticisms from outside sources of the poor fit of the uniforms of enlisted men of the Navy. This is a direct reflection on the responsible officers, and commanding officers of ships and stations shall make every effort to have uniforms properly fitted before being worn.

9711. **Shoes.**—Too much emphasis can not be laid on the question of ill-fitting shoes as incident to a great many diseased conditions of the feet which result in temporary loss of man power and a subsequent decrease in efficiency. The most important consideration in the fitting of shoes is the care with which shoes

are selected or issued to individuals. Commanding officers shall designate one or more competent officers to supervise the fitting and issues of shoes to enlisted men.

9720. **Wearing of the uniform.**—The act of Congress approved June 3, 1915, section 125, under the title "Protection of the Uniform," prohibits the wearing of the uniform by any person not an officer or enlisted man of the United States Army, Navy, or Marine Corps, except that it shall not be construed to prevent honorably discharged members of these services from wearing their uniforms from the place of discharge to their homes within three months after the date of such discharge. The act of July 1, 1918, authorizes the Secretary of the Navy, at his discretion, to permit members of the Naval Reserve Force to wear the uniform of their respective rank, grade, or rating while not on active service. In pursuance of the foregoing provisions of law, General Order No. 437, dated December 9, 1918, prescribed when the naval uniform might be worn by members of the Naval Reserve Force not on active duty.

9721. It has been brought to the attention of the bureau that some members of the Naval Reserve Force not on active duty are construing this order to permit them to wear the naval uniform continuously after their release from active duty, particularly reservists who have taken employment under the United States Shipping Board, who are wearing the naval uniform in foreign ports because it enables them to get about more easily. Such an interpretation of this order is contrary both to the spirit of the law and of General Order No. 437. Members of the Naval Reserve Force not on active duty are forbidden to wear the naval uniform when actively employed in any service which has a prescribed uniform for such service, except as authorized in paragraph 2 of General Order No. 437.

9722. Men on extended furlough are not entitled to wear the uniform, and they should be so advised when their furlough papers are delivered.

9723. The bureau authorizes the wearing of a service stripe by men who reenlist after the expiration of an enlistment for the duration of the war, and by men who have been discharged from the Reserve Force and reenlisted in the Navy. Men who have transferred from the Reserve Force to the Regular Navy are not entitled to wear a service stripe for the reason given above.

MISCELLANEOUS.

9900. **Allotments for the support of men's families.**—Commanding officers are requested to bring to the attention of all men under their command the advisability of making such allotments from their pay as is necessary for the support of their families. Men about to sail for distant or possibly dangerous service should make all arrangements in this regard in ample time before sailing.

9901. In order that the families of enlisted men taken prisoners by an enemy may be provided for, the following instructions in regard to extension of allotments will be followed:

(*a*) Supply officers of ships and stations will forward to the Navy allotment officer, Washington, D. C., a copy of S. and A. Form 6A in the case of every allotment carried by them for which the grantor desires extension in the event of his capture by an enemy, this copy to bear the signature of the commanding officer with the following statement:

> "I desire that this allotment, in the event of my capture by an enemy during the period for which it is granted, be continued upon its expiration and paid indefinitely."

(*b*) Extreme care will be exercised to forward S. and A. Form 6A, not Form 6, for allotments now in force, in order to avoid confusion with the regular files of the Navy Allotment Office. The record of this transaction may be kept by the supply officer, either by retaining a copy or by making a notation on the Form 6A already in his files. In the event of transfer to another ship or

station, a statement that extension of allotment is desired in the event of capture by the enemy and that the Navy Allotment Office has been notified will be shown on the transfer account.

(*c*) The Bureau of Navigation will notify the Navy allotment officer by letter whenever any persons in the naval service are captured, upon receipt of which the files of the Navy allotment officer will be consulted and in all cases where extension of allotments is desired as shown by Form 6A, the allotments will be continued indefinitely and the proper supply officer notified to continue checkage.

(*d*) The above arrangements should cover all allotments now in force and being paid by the Navy allotment officer. All future allotments should be required to show on their faces the certificate of extension.

9902. All correspondence relating to allotments shall be addressed as follows:

Navy Allotment Office,
Allotment Section,
Navy Department,
Washington, D. C.

and all correspondence relating to retainer pay shall be addressed to:

Navy Allotment Office,
Retainer Pay Section,
Navy Department,
Washington, D. C.

9910. **Certificates of identification.**—The Identification Office of the Bureau of Navigation issues certificates of identification in lieu of passports to all officers and enlisted men of the Navy and Marine Corps who proceed independently under orders of the Navy Department to all foreign countries, except Germany, Austria, Hungary, Turkey, Russia, and Mexico. Passports issued by the State Department are required to the above excepted countries.

9911. Upon receipt of orders to proceed independently to any foreign country, other than those excepted in the preceding paragraph, it is desired that the officer or enlisted man concerned forward immediately to the Identification Office, Bureau of Navigation, Navy Department, a photograph of himself in the uniform of his rank (size 3 by 3 inches), age in years and months, height in feet and inches, weight, color of eyes, hair and complexion. As soon as this data is received, a certificate of identification will immediately be prepared and forwarded by special delivery to the person making the request.

9912. Officers and enlisted men of the Navy and Marine Corps, ordered to duty in any country excepted in paragraph 9910, are required to obtain a passport from the Department of State. Applications for passports must be made before clerks of Federal or State courts. The clerks of these courts will forward the applications to the State Department.

9913. Certificates of identification are absolutely necessary and no men in the naval service will be allowed to sail for the country to which they are ordered unless they have these certificates in their possession except in cases where passports have been issued by the Department of State to visit the excepted countries mentioned above.

9914. Officers and enlisted men of the Navy and Marine Corps attached to cruising vessels or with drafts will not be required to have certificates of identification, unless it is proposed for them to serve independently after reaching a country to which certificates of identification are required.

9920. **Duty on gifts sent home from abroad.**—There is no law authorizing the free entry of gifts sent by soldiers and sailors abroad to persons in the United States, without the payment of duty, except that article 317 of the Customs Regulations of 1915 permits entry without payment of duty on articles sent as gifts valued at not more than $1. It is not intended that articles purchased abroad by sailors and sent as gifts to others may be passed under the $100 exemption allowed by residents of the United States returning from

abroad. In order to take advantage of the provisions of this regulation, evidence of the return of the resident must be furnished so far as it relates to the $100 exemption.

9930. **Employment in Federal Civil Service.**—Any man who desires information concerning opportunities for employment in the Federal Civil Service may obtain it from the secretary of the local board of civil service examiners at the customhouse or post office in any one of 3,000 cities of the United States, or by communicating with the United States Civil Service Commission, Washington, D. C. In any request for information made by mail, the inquirer should state in general terms his qualifications and desires in order that his inquiry may be answered intelligently.

9940. **Red Cross.**—The bureau desires that the naval service take advantage of the home service of the American Red Cross, which will continue after demobilization and will continue in the future as a direct aid to men of the naval and military services and their families.

9941. The large scope of the Red Cross Home Service is partly shown by the following abstract from paragraph 403 of the Red Cross Handbook of Information:

"Opportunities for home service are legion, but the following will illustrate both the need and meaning of home service for the families of soldiers and sailors:

"(*a*) Informing such families of their right to allowance, allotments, and compensation, encouraging them to have their men in the service take out insurance, and seeing that insurance policies do not lapse.

"(*b*) Safeguarding boys, girls, and women from bad working conditions.

"(*c*) Trying to understand by patient talks and by seeking advice elsewhere, the child who is just beginning to be wayward and disobedient.

"(*d*) Furnishing convalescent and confinement care.

"(*e*) Bringing to light and meeting medical needs not known or suspected by the families concerned.

"(*f*) Protecting inexperienced and lonely young wives.

"(*g*) Moving families to better quarters and protecting them from bad housing conditions.

"(*h*) Giving the children and the grown-up folks opportunities for good times—not as war families or war children, but individually and quietly, or in their own natural groupings.

"(*i*) Fitting people to the right job and helping them to stay fitted by trying to find where the job pinches.

"(*j*) Encouraging the people who have more ready money than usual—some will have—to spend it with good sense and to save some of it, if possible, for the time when service pay stops.

"(*k*) Protecting the recipient of pay and allowance checks from the wiles of the installment man and from unscrupulous sales agents.

"(*l*) Getting the best legal advice for families in the complex problems that are sure to arise at times, particularly immediately after the war.

"(*m*) Giving financial aid and other help to relatives and others who have the right to depend upon the earnings of the man in service, but who are not legally entitled to Government allowances.

"(*n*) Giving aid and comfort to families of the soldiers and sailors in the service of the allies of the United States, in cooperation with the local patriotic societies of these allies.

"(*o*) Meeting emergencies caused by delay in the payment of allotments and of Government allowances and supplementing these when necessary.

"(*p*) Continuing the home service which very often will still be of the greatest helpfulness to families previously receiving financial assistance from the Red Cross, which assistance may have become unnecessary because of Government allowances. The home service would not lightly abandon the friendship and confidence of these families, but should remain to them a pledge and power to secure their continued welfare.

"(*q*) Maintaining relations with commanding officers, with social agencies, with teachers, with ministers and priests, and with others who have friendly and personal relations with the families and are likely to know of complications which should have the helpful attention of home-service sections.

"(*r*) Helping in the program of after care and reconstruction which is being developed.

"Greater detail may be obtained by personal interview with a Red Cross field director or home-service worker at or near a naval station, or in any port where the Red Cross is operating."

9942. The American Red Cross offers a service which will relieve the mind of any man at sea as to the status of his family in his home. This is a very direct and great contribution to general contentment in the service and it only remains for the individual commanding officer to take advantage of this opportunity.

9943. Contact with home-service representatives of the Red Cross may be made as follows:

(*a*) Commanding officers may request the Red Cross field director at the naval station of the home-service worker of the local Red Cross chapter to come on board.

(*b*) Men may be sent to the Red Cross field director at the naval station or the home-service worker of the local Red Cross chapter.

(*c*) In foreign ports, or where there are no Red Cross stations, cases may be submitted to the Red Cross either by the commanding officer or by any man in the service by writing to

"The Director General of Civilian Relief,
The American Red Cross,
Washington, D. C."

9944. In each case where an individual submits a request to the Red Cross involving home service, he should be sure to state:

1. His full name, rate, and station.
2. The full name and address of wife, mother, father, or whoever it is that he wishes the Red Cross to see.
3. Concise details of the case desired to be investigated, remedied, or relieved.
4. Return address to which information is to be sent.

9945. Unsatisfactory service in any detail of home-service work should be referred with complete information concerning the case to the Bureau of Navigation, Sixth Division. The Red Cross renders efficient service and this service can be continued at a high standard if any true or apparent failures are brought to the attention of the National Headquarters.

9946. The Red Cross will furnish assistance to commanding or executive officers in investigating and reporting on home conditions and will verify statements submitted by men with a view to obtaining discharge or extended furlough in accordance with article 3601 (4), Navy Regulations, as well as looking into home conditions of individuals with a view to rendering any needed form of home service. When requested, the Red Cross will handle applications for information by despatch. Applications for investigation by despatch should be reduced to a minimum as better reports and more complete details can be furnished by mail at a much smaller operating cost. It should be understood by all concerned, especially the man who has requested a discharge or extended furlough, that the investigation of facts will be impartial and may in some cases lead to denial of the request.

9950. **Retirement.**—The following provisions of the naval appropriation bill approved July 11, 1919, are quoted for the information of the service:

"Any enlisted man of the Navy or Marine Corps who has been, or may be, discharged to enable him to accept appointment as a commissioned or warrant officer in the Naval Reserve Force or Marine Corps Reserve after the termination of his reserve service, shall be entitled, in computing service for retirement,

to credit for all active reserve service; and if he reenlists in the Navy or Marine Corps within four or three months, respectively, from the date of the temination of his service as an officer of the reserve he shall be restored to the grade or rank held by him before being dischargtd to accept such commission or warrant, and his service in the regular Navy or Marine Corps, including his active service in the Naval Reserve Force or Marine Corps Reserve, shall be regarded as continuous for purposes of continuous-service pay: Provided, that any warrant officer in the Navy or Marine Corps and any pay clerk in the Marine Corps who has accepted or who may hereafter accept appointment as a commissioned officer in the Naval Reserve Force or Marine Corps Reserve shall be entitled, upon the termination of his appointment as a commissioned officer in the reserve, to revert to his former status as a warrant officer in the Navy or Marine Corps, or as a pay clerk in the Marine Corps, and shall be entitled to count all active reserve service for purposes of longevity pay and retirement: Provided, that no part or parts of any existing laws shall be construed as having discharged from the Naval Militia of any State, Territory, or the District of Columbia, those members of the National Naval Volunteers who were transferred to the Naval Reserve Force by authority of the act of Congress making appropriation for the naval service which became a law on July 1, 1918; nor to prevent members of the Naval Reserve Force from being or becoming members of the Naval Militia of any State, Territory, or the District of Columbia: Provided, that such membership in the Naval Militia shall not interfere with the discharge of duties by such members thereof who are in the Naval Reserve Force."

INDEX.

Paragraph.

Abbreviations:
- For Navy ratings 4000
- For use on Form N. Nav. 8 6413
- For use on muster rolls 6413

Absence without leave, marks assigned in case of 7534, 7535

Active duty:
- Dates of, to be entered on discharge papers of reservists 8054
- Recall to, of men—
  - In Reserve Force 6101
  - On furlough without pay 6320, 6328
  - On retired list 6100
  - On retired list, Form N. Nav. 8 for 6100
  - On retired list, health records of 6100
- Release from—
  - Bonus for 8090–8097
  - Bonus for, authorization for 8090
  - Bonus for men not entitled to 8092
  - Bonus for payment of, to men on active duty 8093
  - Bonus for payment of, to men not on active duty 8094–8096
  - Home address to be entered on papers 8083
  - Instructions regarding 8080–8085
  - Issued on board ships to which men are attached 8070, 8071
  - Men in Reserve Force, Classes 1C and 1D, service records of 8074
  - Men in Reserve Force—
    - Form N. Nav. 8 for 8083
    - Form N. Nav. 21 for 8083
    - Health records of 8083
    - Instructions to be given 8083
    - Pay accounts of 8083
    - Ratings on 8080
    - Service records of 8083
    - Subsistence for 8083
    - Transportation for 8083
    - Uniform regulations for 9720, 9721
  - Men on retired list 8081
  - Men without pay accounts 8040
  - Physical examinations on 8075, 8083
  - Reports of 8085
  - Requests for 8010
  - Transfer for, clothing in case of 6153
  - War service certificates issued on 8130–8135

Advanced machinist's mates' (A) class:
- Description of 3425
- Qualifications for entrance 3426

Advancement in rating. (*See* Ratings, advancement in.)

Aerology and meteorology class:
- Description of 3495
- Qualifications for entrance 3496
- Transfers to, and from 3497

Paragraph.

Aliens:
- Discharge of, instructions regarding law for naturalization to be given on 9200, 9203
- Naturalization of:
  - Authorization for 9200
  - Requirements for 9201

Allotments:
- Address of correspondence relating to 9902
- Applications for—
  - Necessity for 9900
  - Support of dependents 9900, 9901
- Compulsory. (*See* War Risk Insurance.)
- Family. (*See* War Risk Insurance.)
- Payment of War Risk Insurance. (*See* War Risk Insurance.)

Allowances, family. (*See* War Risk Insurance.)

Applications:
- For examination for promotion 5100
- For furlough without pay 6322, 6323, 6325
- For War Risk Insurance. (*See* War Risk Insurance.)

Appointments:
- Civil service. (*See* Civil-service appointments.)
- Gun captain 4530–4534
- Gun captain, qualifications for 4533
- Instructors of apprentice seamen 4503
- Listeners, qualifications for 4550, 4551
- Mail clerk 4520
- Military Academy 5000
- Naval Academy 5010
  - Candidates for, selection of 5014, 5015
  - Examinations for—
    - Final 5016
    - Preliminary 5014
  - Number of, allotted to enlisted men 5011, 5012
  - Qualifications for 5013
  - Requirements for 5011
  - Schools to prepare for 3010, 5010, 5011, 5016
- Officer, temporary 5140, 5141
  - Acceptance of, not to be considered as extension of enlistment 5141
  - Revocation of 5140, 5141
- Permanent. (*See* Permanent appointments.)
- Petty officer—
  - Entry in service record of 4104
  - Issue of 4104
- Revocation of 4104
- Signalmen, qualifications for 4540–4543
- Special details, qualifications for 4500–4551

Apprentice metal workers' class:
- Description of 3400
- Qualifications for entrance 3401

Apprentice seamen:
- Advancement in rating of 4321
- Enlistment of—
  - Age for 360
  - Ex soldiers and marines as 4321
  - Qualifications for 360
- Not to be marked for ability as leaders of men 7503
- Training of, length of course for 3001
- Training of, marks during 8051
- Training of, transfer after 3001
- Training of, transfer for 381, 6111

Paragraph.
Apprentice woodworkers' class:
Description of 3410
Qualifications for entrance 3411
Armorers' class:
Description of 3480
Qualifications for entrance 3481
Army transports, request for transportation via 2000
Artificer branch:
Qualifications for advancement of—
Nonrated men in 4340
Rated men in 4360–4365
Artificer branch (engine room force), qualifications for advancement of rated men in 4370–4375
Artificer school 3340–3349a
Description of 3340, 3342, 3344, 3346, 3348, 3349
Qualifications for entrance 3341, 3343, 3345, 3347, 3348a, 3349a
Auction, effects of deceased persons 8440
Aviation:
Boatswain, qualifications for promotion to 5800–5803
Carpenter, qualifications for promotion to 5830–5834
Designations, entry of, on—
Continuous service certificates 4020
Correspondence 4020
Discharges 4020
Health records 4020
Requests for transfer 4020
Service records 4020
Gunner, qualifications for promotion to 5810–5817
Machinist, qualifications for promotion to 5820–5829
Mechanics' school 3400–3497
Description of 3400, 3410, 3420, 3425, 3430, 3440, 3450, 3455, 3460, 3470, 3480, 3490, 3495
Men selected may attend higher classes of 3212
Qualifications for entrance 3401, 3411, 3421, 3426, 3431, 3441, 3451, 3456, 3461, 3471, 3481, 3491, 3496
Ratings, qualifications for advancement in 4400
Warrant officers, qualifications for promotion to 5500–5834
Bad-conduct discharges:
Civilian clothes for men receiving 8330
Forms for 8000, 8001
Men receiving, not entitled to bonus 8092
Transfer for 6156, 8301
Uniforms of men receiving, distinctive parts to be removed 8331
Baggage of men transferred:
Accompany men 6036
Method of tagging 6036
Number of pieces to be entered on transportation requests 2121
Transfer of, in New York 2123(1)
Bakers:
Eligible for commissary stewards' class 3351
Enlistment of, age for 360
Rated upon completion of course at bakers' class 3357
Bakers' class:
Description of 3356
Qualifications for entrance 3357
Bandmaster, qualifiactions for advancement in rating to 4382
Bands, no pay for playing outside of stations 6250

Paragraph.
Bandsmen:
Detail to shore duty of 6201, 6203
Qualifications for advancement in rating of 4330
Barber, entry in service record of men qualified for 7542
Beneficiary of war risk insurance. (*See* War Risk Insurance.)
Benefits of Red Cross Home Service. (*See* Red Cross Home Service.)
Birth certificates of men enlisting under age 8321
Blacksmiths' class:
Aviation, designations for 4020
Enlistment of, age for 360
Blacksmiths' class
Description of 3342
Qualifications for entrance 3343
Blankets, disposition of, for men discharged 8077
Boards, legal advisory 7222–7224
Boatswain:
Aviation, qualifications for promotion to 5800–5803
Preliminary examination for promotion to 5111
Qualifications for promotion to 5200, 5201
Boatswain's and carpenters' (A) class:
Description of 3470
Qualifications for entrance 3471
Boatswains' mates:
Quarterly marks for 7510
Ratings, qualifications for advancement to 4352, 4352b
Boilermakers:
Enlistment of, age for 360
Ratings, qualifications for advancement to 4375
Bonus, discharge 502, 701, 8090–8097
Authorization for 8090
For whom intended 8091
Men not entitled to 8092
Payment of—
Men in the service 8093
Men not in the service 8094–8096
Men without pay accounts 8040
Buglers:
Quarterly marks for 7510
Ratings, qualifications for advancement to 4330
Buglers' class:
Description of 3530
Qualifications for entrance 3531
Buglers' school 3530, 3531
Cancellation:
Early discharges 8024
Permanent appointments 4241
Carpenter:
Aviation, qualifications for promotion to 5830–5834
Preliminary examination for promotion to 5111, 5112
Promotion to, qualifications for 5500
Carpenters' and boatswains' (A) class:
Description of 3470
Qualifications for entrance 3471
Carpenters' mates:
Aviation, designations for 4020
Ratings, qualifications for advancement to 4364
Carpenters' mates (A) class:
Description of 3460
Qualifications for entrance 3461

Paragraph.
Censors, entry in service records of men qualified for 7542
Certificates:
Birth. (*See* Birth certificates.)
Continuous service. (*See* Continuous-service certificates.)
Of graduation, gun captains 4530
Of identification 9910–9914
Of identification, procedure for obtaining 9911
Of qualification, officers' cooks and stewards 4315
Seaman gunner 4323
War service. (*See* War-service certificates.)
Chief petty officers:
Appointment of—
As instructors, qualifications for 4500–4503
As mail clerks, not to be made 4522
To be entered in continuous-service certificates 9110
Detail of—
As instructors at naval stations 6240
To shore duty 6201
Instructors at training stations, allowance of 3002
Citizenship:
Entry of, on service records, continuous service certificates, and discharges 803, 804, 8057, 9220
Instructions concerning 9200–9220
Naturalization examiners, location of 9202
Naturalization of—
Aliens—
Authorization of 9200
Requirements for 9201
Filipinos 9201, 9210, 9211
Restrictions on enlistment 330
Civilian clothing:
Victory button to be worn with 9500
For men discharged for disciplinary purposes 8330
Civil service:
Appointments, procedure regarding, for men discharged from hospitals 8031
Employment in 9930
Examiners, location of 9930
Claims:
For arrears of—
Pay 9400, 9401
Subsistence 9400, 9401
For benefits of War Risk Insurance Act, instructions for forwarding 9635
For clothing lost in a marine disaster 9410–9412
Copy of, to be attached to service record 9411
For money spent while traveling 2124
For refund in case of men unable to obtain furlough fare certificates 2422
Clothing:
Civilian—
For men discharged for disciplinary purposes 8330
Victory button to be worn with 9500
For men transferred for—
Discharge 6153
Foreign service 6120
Release from active duty 6153
Lost in a marine disaster, claims for 9410–9412

Paragraph.
Clothing outfits:
For recruits 6111
For reserves enlisting in the Navy 8025
Clothing outfits, special submarine 9708
Clothing outfits, special winter 9700–9708
Amounts of, furnished to ships 9700
Inspection of 9704
Instructions for—
Cleaning 9707
Marking 9706
Obtaining replacements for 9703, 9705
Invoice of, to ships 9702
Purposes for which intended 9701
Requisitions for 9703, 9705
Responsibility for loss of 9701–9705
Salvage of condemned 9705
Surveys on 9705
Transfer of men having 9703
Commanders in chief:
Authorized to—
Grant leave 6310
Approve transfers 6002, 6010
Commanding officers:
Authorized to—
Change ratings of nonrated men 4101, 4102
Issue permanent appointments 4200
Revoke permanent appointments 4240
Procedure for, in cases of stragglers surrendering at ships and stations 7121, 7122
Commendation, letters of 7410, 7411
Entry of, on discharges and continuous-service certificates 8055
Influence of, for honorable discharge 8113
Commissary branch:
Detail of men in, to shore duty 6201
Qualifications for advancement of rated men in 4390, 4391
Commissary school 3350–3357
Description of 3350, 3353, 3356
Qualifications for entrance 3351, 3354, 3357
Commissary stewards, ratings, qualifications for advancement to 4391
Commissary stewards' class:
Description of 3350
Qualifications for entrance 3351
Commissions:
Men discharged to accept 421
Reserve Force, service of men holding, to be counted for retirement and longevity pay 9950
Temporary 5142
Compulsory allotments. (*See* War risk insurance.)
Confinement:
Marks assigned in cases of 7532
Restrictions to, men awaiting trial by court-martial 7212
Stragglers or deserters surrendering 7123
Confirmation in rating:
Date to be made effective 4131
Report of, on Form N. Nav. 8 4130
Report of, to Navy allotment officer 4131
Reserves being placed on inactive duty 4130
Congressional correspondence, instructions regarding 9050, 9051

Paragraph.
Consent papers 345
Attached to shipping articles 811
Fraudulent 8322
Continuous service of men appointed officers 421
Continuous-service certificates:
Citizenship, to be entered in 804, 8057, 9220
Deceased persons, entry of amount of war risk insurance on 8412
Deserters, special instruction for 7140
Designations for general service ratings, to be entered in 4010
Discharge of men having 8052
Entries in 8052, 9110
Evidence as to eligibility for victory medal 9501
Extension of enlistment, to be entered in 530
Final marks, to be entered in 8051
Issue of honorable-discharge button, to be entered in 8121
Letters of commendation, to be entered in 7411, 8055
Medals received, to be entered in 7421
Numbers on, to be entered on requests for discharge 8010
Permanent appointments, to be entered in 4202, 8056
Service numbers, to be entered in 8050
Trades, to be entered in 8050
War Risk Insurance, to be entered in 8079
Converted insurance. (*See* War risk insurance.)
Cooks, officers':
Certificates of qualification for 4315
Ratings—
Change of 4315
Qualifications for advancement to 4311
Coppersmiths:
Aviation, designations for 4020
Enlistment of, age for 360
Rating, upon completion of coppersmiths' class 3335
Coppersmiths' class:
Description of 3334
Qualifications for entrance 3335
Coppersmiths' (A) class:
Description of 3490
Qualifications for entrance 3491
Correspondence:
Aviation designations, to be entered on 4020
Congressional 9050, 9051
General service designations, to be entered on 4010
Instructions regarding 9000–9051
Men to be tried before civil courts 7223
Method of handling, for men who have been transferred 9020–9021
Naval Militia and National Naval Volunteers 9030
Relating to allotments and retainer pay, address of 9902
Service numbers, to be entered on 9000–9004
Unofficial, for enlisted men 9010
Use of service number and spelling of names on 9004
Courts, deck. (*See* Deck courts.)
Courts-martial:
Acquittals to be entered in service records 7312
Convictions by, cancel eligibility for honorable discharge 8111
General. (*See* General courts-martial.)
Men awaiting—
Action after trial by 7210
Instructions for trial by 7210
Papers for trial by 7210

Courts-martial—Continued.
Men awaiting—Continued.
Trial by— Paragraph.
Bureau's policy 7200
Instructions for 7200–7212
Preparation and forwarding of reports for 7211
Prisoners at large 7212
Reports required 7210–7212
Restrictions to confinement for 7212
Coxswains:
Ratings, qualifications for advancement to 3101, 4352, 4352a
Quarterly marks for 7510
Crews:
Instruction in recruiting for 100(b)
Permanence in, desired by bureau 6001
Ships to submit monthly lists of 6423
Deaths:
Abroad 8420
At sea 8421
Effects of deceased persons, disposition of 8440
Form N. Nav. 8 forwarded for 6410
Identification of body 1120, 8400
Instructions regarding 8400–8440
Mail clerks 4520(b)
Reports of 8410, 8411
Service records and continuous service certificates of deceased persons 8412
Transportation of dead bodies 8430–8432
Deck courts:
Entry of, in service record 7311–7313
Marks assigned, in cases of 7531
Recruiting officers available for 7020
Deserters:
Declaration of 7100–7122
Date of, instructions regarding 7141
Procedure for 7110–7112
Definition of 7100
Family allotments and allowances of. (*See* War Risk Insurance.)
Mail clerks 4520(b)
Personal effects of 7101
Rewards for 7130, 7131
Service records of, special instructions for 7140, 7141
Surrender of 7120–7123
At stations 7123, 7125
Term insurance of men declared 9617
Transportation for 2143
Trials for, to be expedited 7125
Designations:
Aviation, to be entered on—
Continuous-service certificates 4020
All correspondence 4020
Discharges 4020
Health records 4020
Requests for transfer 4020
Service records 4020
General service ratings to be entered on all correspondence 4010
Details:
Bandsmen to shore duty 6201, 6203
Chief petty officers instructors of apprentice seamen 4500–4503, 6240
Chief petty officers to shore duty 6201

Details—Continued. Paragraph.
Gun captains 4530–4532
Mail clerks 4520–4523
Men in commissary branch to shore duty 6201
Men in messmen branch to shore duty 6201
Men of long service to shore duty or receiving ships 6202
Pharmacist's mates to ships having no medical officers 6161–6164
Recruiting duty, men eligible for 6220
Shore duty 6200–6250
Length of 6201
Special 6200–6250
Entries in service record 7542
Submarine duty 4510–4512
Trade schools 6210
Vessels assigned to reserves 6230, 6231
To shore duty 6203
Detentioners, weekly report of. (*See* Courts-martial.)
Diesel engine class:
Description of 3380
Qualifications for entrance 3381
Diesel engine school 3380, 3381
Disaster, marine:
Claims for clothing lost in 9410–9412
Reports of personnel 6400
Discharges:
Aliens, instructions to be given regarding law on naturalization 9200, 9203
At sea, not to be made 8015
Bad conduct. (*See* Bad conduct discharges.)
Bonus 8090–8097
Authorization for 8090
Men not entitled to 8092
Method of payment to men—
In the service 8093
Not in the service 8094–8096
Character of 8072, 8073, 8074
Disciplinary—
Distinctive parts of uniform to be removed 8331
Men to be furnished with civilian clothes 8331
Transfers for 6155, 8300, 8301
Dishonorable. (*See* Dishonorable discharges.)
Early. (*See* Early discharges.)
Entry in—
Continuous-service certificates—
About 9110
Of chief petty officers showing kind of appointment 9110
Service record—
Prior to issue of 9120
Reasons for 8079
Entries on 8050–8059
About fraudulent enlistment not to be made 8058
Aviation designations 4020
Citizenship 8057
Dates of active service performed by reserves 8054
Final marks 8051
General service designations 4010
Home address 8059
Honorable-discharge button 8121
Letters of commendation 7411, 8055
Medals 7420

Early—Continued.
Citizenship—Continued. Paragraph.
Permanent appointments 4202, 8056
Place of enlistment 2310, 8059
Service numbers 8050
Trades 8050
Victory buttons 9503
War-risk insurance 8079
Evidence for eligibility for Victory medals 9501
Forms for 8000, 8001
Good. (*See* Good discharges.)
Gratuity. (*See* Honorable-discharge grautity.)
Honorable. (*See* Honorable discharges.)
Inaptitude. (*See* Inaptitude discharges.)
Indifferent 8052
Issue of—
Instructions for 8070–8079
On board ships to which men are attached 8070, 8071
Mail clerks 4520(b)
Medical. (*See* Medical discharges.)
Men appointed officers 421, 5140–5142
Men from sick list, to be expedited 7301
Men having continuous-service certificates 8052
Men in hospitals 7302
Men on probation 8082
Men receiving—
Entitled to—
Military meal identification cards 2200
Reduced railroad fare 2310
Entry of disability entitling men to receive war-risk compensation to be made in service and health records 8063
Men receiving—
Examined physically 8074
Given information regarding applications for reenlistment 8061
Given war service certificates 8130–8135
Instructed how to pay their war risk premiums 8064
Instructed concerning payment of war risk insurance 9616
Instructed regarding wearing uniform 9720
Instructed to apply to a recruiting officer for reenlistment 8062
Instructions for 8060, 8064
Made familiar with the inducements for enrollment in Fleet Naval Reserve 8060
Made familiar with the inducements for reenlisting 8060
Service records, to be forwarded to the bureau 8079
Transportation for 341, 8076
Turn in hammocks, mattresses, and blankets 8077
Warned about fraudulent enlistment 8058
Men under treatment at hospitals 8030–8032
Men who have received, issue of Victory buttons to 9300
Officers authorized to deliver 8078
Physical disability. (*See* Medical discharge.)
Purchase—
Furlough without pay to be made in lieu of 6320, 6321
Men at trade schools not eligible for 3211, 6210, 8016
Verification of necessity for, by Red Cross Home Service 9946
Reports of, on Form N. Nav. 8 6410
Requests for—
Continuous service certificate number to be entered on 8010
Date of enlistment, to be entered on 8010
Service number, to be entered on 8010

Early—Continued. Paragraph.
Reserves—
Forms for 8000
To enlist in—
Army 362, 363, 8220–8222
Marine Corps 364
Navy 361, 8025
Restrictions to 8015–8016
Special—
In the case of men leaving the service in June or December 8210
Authority, transfer for 8074
Order—
Furlough without pay to be made in lieu of 6321
Men appointed to the Military Academy 5000
Men appointed to the Naval Academy 5010
Men at trade schools not eligible for 3211, 8016
Men leaving the service in June or December 8210
Reserves to enlist in—
Army 362, 363, 8220–8222
Marine Corps 364
Navy 8025
Transfers for 6012, 6150–6155
Entries on service record 8072, 8073
Men not in the vicinity of their pay officer 6150
Men not to be given 6150
Men outside the continental limits of the United States 6151–6153
Men to receiving ships 8020
Men with complete papers 8071
Transportation after 8059
Under age 341
Undesirable. (*See* Undesirable discharges.)
Discipline:
Discharges by reason of 8300, 8301
Men on ships assigned to reserves 7020
Officers authorized to administer oaths 7000
Reserves not on active duty subject to Naval 7010
Disease:
Due to misconduct, stoppage of pay for 7300–7302
Men suffering from, in hospitals on expiration of enlistment 8031, 8032
Dishonorable discharges:
Forms for 8000
Men receiving, not entitled to bonus 8092
Transfers for 6156, 8301
Distinguished service medals. (*See* Medals, for distinguished service.)
Diving, entry in service records of men qualified for 7542
Diving class:
Description of 3305
Qualifications for entrance 3306
Duty:
Character of, performed, entry record 7541
Of gifts sent home from abroad 9920
Early discharges 432, 8020–8025
Authorization for 8020
Cancellation of 8024
Entry on service record of agreement to reenlist after 8024
Issue of instructions for 8021
Issued for the benefit of the Government 8021
Men obtaining, entitled to—
Honorable discharge gratuity 8020
Increased pay on reenlistment 8020

Effects: Paragraph.
Deceased persons, disposition of 8440
Electrical school:
Description of 3310, 3313
Qualifications for entrance 3311, 3312, 3314–3318
Temporary detail of electricians to 3113
Electricians:
Aviation, designations for 4020
Entry in service record of duty especially qualified for 7541
General—
Qualified for radio, entry in service record 7541
Ratings, qualifications for advancement to 4362–4362b
Special report when qualified radio operators 4363c
Qualifications for submarine duty 4511
Radio—
Detailed as listeners 4011
Leave for 6315
Not to be appointed mail clerks 4522
Ratings on completion of course at radio school 3321
Ratings, qualifications for advancement to 4363–4363d
Temporary detail ashore for practice 3113
Electricians' class:
Description of 3310
Qualifications for entrance 3311, 3312
Employment in Federal Civil Service 9930
Enginemen
Aviation, designations for 4020
Eligible for—
Diesel engine school 3381
Machinist's mates' class 3381
Motor boat operators' class 3339
Enlistment of, age for 360
Ratings—
On completion of enginemen's class 3333a
Qualifications for advancement to 4372–4372a
Enginemen's class:
Description of 3332
Qualifications for entrance 3333
Transfer of men completing course 3333a
Enlistments:
Applicants for—
Air stations 21
Service on ships 21
Birth certificates 343, 345
Change of status of 600, 610
Citizenship requirements for 330
Consent papers 342, 344
Date and term of, to be entered on muster roll 6421
Date of, to be entered on requests for discharge 8010
Entry in continuous service certificate 9110
Expiration of—
Men with temporary appointments as officers 5140–5142
Men under treatment at hospitals 8031, 8032
Ex-soldiers and marines 372
Extension of. (*See* Extension of Enlistments.)
Acceptance of temporary appointment as officers not considered as 5141
To obtain honorable discharge 8111, 8200

Enlistments—Continued. Paragraph.
Filipinos, extension of 511
Firemen, qualifications for 364
First—
Made at recruiting stations 210
Ratings on 353
For air stations 20
For ships 20
For stations 20
Fraudulent 8024
Entry about, not to be made on discharges 8058
Men being discharged, to be warned about 8058
Leave for ex-soldiers and marines 373, 6314
Length of 300
Men addicted to the use of intoxicating liquors or drugs 331
Men discharged from Reserve Force 361
Men in Army Reserve 362, 363
Men not temperamentally fitted for hospital corpsmen 331
Men of doubtful age 343
Men to be retained on board 370
Minors 342
Natives of insular possessions 330, 332
No bounty for postmaster 320
No promise to be made on 21, 370
Outfits on first 310
Place of, to be entered on discharges and enlistment papers 8049
Ratings given reservists on 8025
Reports of 820
Reserves discharged for 8025
Restrictions to furlough without pay 6324
Ships and stations authorized to make 350
Under age 340, 341
Men discharged on account of, transportation for 2305
Undesirable discharges for 8320–8322
Examinations:
Advancement in rating—
Copy of report in service record 4140
Organization of board 4106
Report of examining board 4107
Gun captains 4531, 4534
Reports of 4534
Instructors of apprentice seamen 4501
Naval Academy—
Final 5016
Preliminary 5014
Permanent appointment 4231, 4232
Duties of board 4231
Organization of board 4230
Reports of 4233
Report to be forwarded to bureau 4202
Special instructions for pharmacist's mates 4234
Physical. (*See* Physical examinations.)
Preliminary, for promotion 5111–5114
Promotion—
Appearance of candidates before boards 5130, 5131
Applications for 5100, 5113, 5120–5124
To be made on Form N. Nav. 334 5114, 5121, 5122
Authority for candidates to appear for 5123, 5124
Form N. Nav. 21, to be forwarded with 5114, 5122

Examination—Continued.
Promotions—Continued. Paragraph.
Instructions for examining boards 5131, 5150–5156
Men eligible for 5110–5114
Men not eligible for 5111
Requests for waivers not to be considered 5122
Transcript of service records, to be forwarded with application for 5114, 5122
When held 5100
To gunner (radio) 5111
To pay clerk, composition of local board 5151
To pharmacist, composition of local board 5151
Examiners, Civil service, location of 9930
Exemption from compulsory allotments. (*See* War risk insurance.)
Ex-soldiers and marines, enlistment of—
As apprentice seamen 372, 4321
Leave on 6314
Extension of enlistment—
Acceptance of temporary appointments as officers not considered as 5141
Authority for 500, 501
Benefits of 502
Cancellation of 520
Filipinos 511
Leave on 502, 504
Men qualified for 501
Procedure for 503
Qualifications for 512
Record of 530, 531
Restrictions to 510
To attend trade schools 510
To obtain honorable discharge 8111, 8200
Extension of leave 6310, 6311
Family:
Allotments, for the support of 9900–9902
Procedure for extending in cases of capture as prisoner of war 9902
Family allotments. (*See* War risk insurance.)
Family allowances. (*See* War risk insurance.)
Filipinos:
Extension of enlistment of 511
Leave for, on reenlistment 6313
Naturalization of 9201, 9210, 9211
Finger prints (*see* Identification records):
In cases of crime 1010
In cases of fraud in cashing pay receipts 1011, 1012
Placed in records 1000
Salvage of ink rollers 1020
Firemen:
Eligible for—
Fuel-oil class 3361
Machinist's mates' class 3331
Motor-boat operators' class 3339
Enlistment of—
Age for 360, 364
Qualifications for 360, 364
Marked for ability as leaders of men 7503
Oil burning—
Authority for rating 4101
Inexperienced to be sent to oil-burning school 4101

Firemen—Continued.
Training of— Paragraph.
Length of 3001
Transfer after 3001
Foreign service, transfer to 6130
Form:
For discharges 8000, 8001
Forwarded to Bureau of Medicine and Surgery upon advancement in rating of Hospital Corps men 4234
Form N. M. S. H. C. 1, forwarded to Bureau of Medicine and Surgery on change in rating of Hospital Corps men 6451
Form N. M. S. H. C. 3, forwarded to Bureau of Medicine and Surgery on transfer of Hospital Corps men 6451
Form N. Nav. 5. (*See* Muster Rolls.)
Form N. Nav. 8:
Abbreviations for use on 6413
Annual report on 6415
Daily reports on 6415
Forwarded for—
Advancement in rating 4140
Changes in ratings 6410
Deaths 6410
Discharges 6410
Men on retired list recalled to active duty 6100
Reserves released from active duty 8083
Transfers 6410, 6411
Instructions governing preparation and forwarding of 6410 6415
Names to be spelled accurately and in full on 6412
Report on—
By receiving ships 6415
By ships before sailing 6415
By ships being placed out of commission 6415
From districts, shore stations, and receiving ships 6415
Men shipwrecked 6415
Men transferred to foreign stations 6415
Of confirmation in rating 4130
Service numbers to be entered on 6412
Special instructions for forwarding 6415
Form N. Nav. 21:
Forwarded—
For advancement in rating 4140
For issue of permanent appointments 4202
For men furloughed without pay 6154
For reserves released from active duty 8083
With application for examination for promotion 5114, 5122
Reports on, not changed by use of Form N. Nav. 8 6414
Form N. Nav. 25, report of personnel on receiving ships 6440
Form N. Nav. 31, report of electricians (radio) to Director of Naval Communications 6450
Form N. Nav. 61, special qualifications of men on general detail to be entered on 7541
Form N. Nav. 64, submitted by receiving ships 6441
Form N. Nav. 235:
Forwarded to bureau on change in war risk insurance or family allotment 9634
Not executed at recruiting stations 9631
Form N. Nav. 334:
Application for examination for promotion to be made on 5114, 5121, 5122
Copy of 5121

Paragraph.
Form N. Nav. 337, for preliminary examinations for promotion to boatswain 5202
Fraudulent consent papers 8322
Fraudulent enlistments 8024
Entry about, not to be made on discharges 8058
Men discharged to be warned about 8058
Fuel oil class:
Description of 3360
Qualifications for entrance 3361
Fuel oil school 3360, 3361
Furlough without pay 6320, 6329
Applications for 6322, 6323, 6325
Authorization for 6320
Cancellation of 6326
Disposition of—
Pay accounts 6327
Service records 6327
Made in lieu of discharge by—
Purchase 6320, 6321
Special order 6321
Men at trade schools not entitled to 3211, 6235, 8016
Men completing course at trade schools not to be granted 6210
Men not eligible for 6324, 6325
Men not to wear uniform on 6329, 9722
Privilege not a right 6322
Recall to active duty of men from 6320, 6328
Reenlistment of men on 410, 6328
Restrictions to acceptance of 6326
Transcript of service record to Bureau of Navigation 6327
Verification of necessity for, by Red Cross Home Service 9946
General courts-martial:
In case of deserters or stragglers 7123–7125
Location of permanent 7124
Gifts sent home from abroad, duty on 9920
Good conduct medals 7400, 7401
Quarterly recommendations for 7511
Recommendations for 532
Good discharges:
Entry about fraudulent enlistment, not to be made on 8058
Forms for 8000
Made honorable by extension of enlistment 8200
Men discharged in June and December 8210
Gratuity, honorable discharge. (*See* Honorable discharge gratuity.)
Gun captains:
Allowance for ships 4532
Certificates of graduation 4530
Pay of 4530, 4532
Qualifications for appointment as 4530–4534
Gunner (aviation), qualifications for promotion to 5810–5817
Gunner (electrical):
Preliminary examination for promotion to 5111, 5112
Qualifications for promotion to 5310, 5311
Gunner (ordnance):
Preliminary examination for promotion to 5111, 5112
Qualifications for promotion to 5300, 5301
Gunner (radio):
Examinations for promotion to 5111
Preliminary examination for promotion to 5111, 5112
Qualifications for promotion to 5320

Paragraph.

Gunner's mates:
- Aviation, designations for 4020
- Eligible for seamen gunners' school 3302
- Qualifications for submarine duty 4511
- Qualified for torpedo or mine work, entry in service record of 7541
- Ratings, qualifications for advancement to 4353, 4353a

Gyro compass class:
- Description of 3313
- Qualifications for entrance 3314, 3315
- Special instructions at 3316, 3317
- Transfer to ships of men attending 3316, 3317, 3318

Hammocks, disposition of, for men discharged 8077

Health records:
- Appointments as temporary officers, to be entered in 5140
- Aviation designations, to be entered in 4020
- Disabilities entitling men to war-risk compensation, to be entered in 8063
- Disposition of, in the case of reserves released from active duty 8083
- General service designations, to be entered in 4010
- Men appointed temporary officers, to be forwarded to Bureau of Medicine and Surgery 5140
- Men on retired list called to active duty 6100
- Physical examinations on discharge, to be entered in 8073, 8075

Honorable discharges:
- Blanks—
  - Cancellation of 8120, 8121
  - Instructions for use of 8120
- Buttons—
  - Instructions for use of 8120, 8121
  - Issue of, to be entered on discharges and continuous-service certificates 8121
- Definition of 8111
- Extension of enlistments to obtain 8111
- Failure to receive, cancels permanent appointment 4241
- Forms for 8000, 8001
- Given men holding medals of honor 8113
- Gratuity on reenlistment 420, 421, 422, 430
- Gratuity on reenlistment, men obtaining early discharge entitled to 8020
- Influence of—
  - Letters of commendation 8113
  - War service 8112
- Leave on reenlistment after 6312, 6313
- Men eligible for 8100
- Minimum marks entitling a man to 8110
- Qualifications for 8110–8113
- Quarterly recommendations for 7511
- Restrictions to 8111

Home address to be entered on discharges and release papers 8059

Home service, Red Cross. (*See* Red Cross home service.)

Hospital apprentices:
- Appointments as mail clerks 4522
- Enlistment of—
  - Age for 360
  - Qualifications for 360
- Ratings—
  - Authority for changing ratings of men to 4102
  - Changes in, to be reported on Form N. M. S. H. C. 1 6451
  - Changes to, to be reported on Form N. M. S. H. C. 3 6451
  - Men changing their rating to 3111
  - Qualifications for advancement to 4331, 4332
  - Restrictions to advancement in 4122

Hospital apprentices—Continued.
Training of— Paragraph.
Transfers for 371, 3111, 6111, 6160
To be reported on Form N. M. S. H. C. 3 6451
Hospital apprentices' class:
Description of 3550
Qualifications for entrance 3551
Hospital corpsmen:
Ratings, changes in, to be reported on Form N. M. S. H. C. 1 6451
Requesting discharge in June and December 8210
Routine training for 3112
Hospital corps, training school 3550, 3551
Hospitals:
At Hampton Roads, Va., transfers of patients to 6141
Authorized to recruit 350
Emergency transfer of patients to 6033
Medical discharges at 8030–8032
Sick leave from 6311
Transfers—
At 6013
Of men discharged from treatment from 6144
Of patients from one to another 6142, 6143
Of patients to 6140–6144
Identification:
Certificates of 9910–9914
Procedure for obtaining 9911
Deceased persons 1120, 8400
Service number to facilitate 9000
Identification cards, military meal, men having discharge, entitled to 2200
Identification records:
Forwarded with shipping articles 812
Men preparing, to be proficient 1001
Preparation for bureau's files 1000
Identification tags:
Issue of 1110
Letters showing branch of service 1103
Method of adding service number to tags already issued 1102
Preparation of 1100
Salvage of 1130
Service numbers and signatures on 1101
Ignition class:
Description of 3430
Qualification for entrance 3431
Inaptitude discharges:
Forms for 8000, 8001
Men receiving—
Distinctive parts of uniform to be removed 8331
Eligibility for bonus 8092
Furnished with civilian clothes 8330
Transfers for 6155, 8300
Injury:
Due to misconduct, stoppage of pay for 7300–7302
Men suffering from, in hospitals on expirations of enlistment 8031, 8032
Instrument repair class:
Description of 3440
Qualifications for entrance 3441

Paragraph.
Instructors:
Chief petty officer, allowance of, at training stations 3002
Detail of 6240
Qualifications for 4500–4503
Insurance, war risk. (*See* War risk insurance.)
Interpreters, entry in service records of men qualified for 7542
Landsmen not to be marked for ability as leaders of men 7503
Laundrymen, entry in service record of men qualified for 7542
Leave:
Amount of, authorized 6310–6311
Extensions of 6310–6311
For electricians (radio) 6315
For Filipinos on reenlistment 6313
For men completing course at training stations 3001
For men upon completion of recruit training 4321
Marks, assigned in cases of absence without 7534, 7535
Men on, to visit recruiting stations 6316
Methods of granting 6310
Officers authorized to grant 6310, 6311
On enlistment of ex-soldiers and marines 373, 6314
On reenlistment 373
On reenlistment after early discharges 8022, 8023
Sick, from hospitals 6311
Transportation for men reporting at recruiting stations prior to expiration of 7120
Legal advisory boards 7222–7224
Letters of commendation 7410, 7411
Liberty:
Definition of 6300
Entry of, in service record 6300
Parties, method of sending ashore 6301
Listeners:
Advancement in rating, of men qualified as 4551
Duty to be performed by electricians (radio) 4011
Qualifications for appointment as 4550, 4551
Quartermaster, rating abolished 4011
Machinist:
Aviation, qualifications for promotion to 5820–5829
Preliminary examination for promotion to 5111, 5112
Qualifications for promotion to 5400, 5401
Machinist's mates:
Aviation—
Designations for 4020
Eligible for ignition class 3431
Designation of, on completion of torpedo class 3303
Eligible for—
Diesel engine school 3381
Torpedo class 3303
Enlistment of—
Age for 360
Qualifications for 360
Probation of, at sea 3331a
Qualifications for submarine duty 4511
Qualified for—
Electrical work, entry in service record of 7541
Ordnance work, entry in service record of 7541
Ratings, on completion of machinist's mates' course 3331a

Paragraph.
Machinist's mates' (A) class:
Description of 3420
Qualifications for entrance 3421
Machinist's mates' class:
Description of 3330
Qualifications for entrance 3331
Rating of men at completion of course 3331a
Transfer of men to ships from 3331a
Transfer of unsatisfactory men from 3331a
Machinist's mates' school 3330–3339
Description of 3330, 3332, 3334, 3336, 3338
Qualifications for entrance 3331, 3333, 3335, 3337, 3339
Requirements for 3204
Mail, registered, instructions regarding 9040, 9041
Mail clerks:
Allowance of, for ships and stations 4521
Appointment of 4520
Restriction of petty officer ratings to 4522
Detail of, instructions for 4520–4523
Instructions for handling registered mail 9040, 9041
On ships placed out of commission 4523
Reenlistment of 4520
Transfer of 4520
War risk insurance premiums may be paid to 9623
Marine disasters:
Pay of men who have lost clothing in 9412
Reports of deaths in 8410, 8411
Reports on Form N. Nav. 8 6415
Marks:
Ability as leader of men 7502
Apprentice seamen under training 8051
Assigned in case of—
Absence without leave 7534, 7535
Attempting to smuggle liquor or drugs on board 7536
Confinement 7532
Deck court 7531
Reduction in rating 7533
Summary court-martial 7530
Entered in service records 9122
Final—
Computation of 8051
Entered on—
Continuous service certificates 8051
Discharges 8051
Service records 8051
Instructions for assigning—
General 7520, 7521
Special 7530–7536
Men at trade schools 8051
Men serving in an extended enlistment 8051
Minimum—
Entitling a man to honorable discharge 8110
Governing quarterly recommendations 7511
Performance of duty—
General instructions regarding 7501–7504
Scale for 7504
Proficiency in ratings 7502
Quarterly. (*See* Quarterly marks.)

Marks—Continued. Paragraph.
Requirements for assigning—
To men of lower ratings 7521
To petty officers 7520
Masters-at-arms:
Ratings, qualifications for advancement to 4351, 4351a
Quarterly marks for 7510
Mattresses, disposition of, of men discharged 8077
Meal tickets 2210, 2211
Medals:
Distinguished service—
Men eligible for 9510
Procedure for recommendation for 9511
Entry in service records and discharges of men receiving 7420, 7421
Good conduct. (*See* Good conduct medals.)
Navy cross—
Men eligible for 9510
Procedure for recommendation for 9511
Victory—
Buttons for civilian clothing 9500
Evidence of service required for 9501, 9504
Issue of, instructions for 9501–9504
Issue to men on active duty 9501–9504
Issue to men on inactive duty 9502
Issue to men who have been discharged 9503
Men entitled to 9500
Medals of honor:
Entitling a man to honorable discharge 8113
Men entitled to 9510
Requirements for recommendation for 9511
Medical discharges 8030–8032
Forms for 8000–8002
From naval hospitals 8030–8032
Men who have been officers 421
Mess attendants:
Enlistments of—
Age for 360
Qualifications for 360
Not to be marked for ability as leaders of men 7503
Ratings, qualifications for advancement to 4311, 4312
Mess attendants' class:
Description of 3540
Qualifications for entrance 3541
Mess attendants' school 3540, 3541
Messmen branch:
Detail of men of, to shore duty 6201
Ratings, qualifications for advancement to 4310–4313
Meteorology and aerology class:
Description of 3495
Qualifications for entrance 3496
Transfers to, and from 3497
Military Academy, appointments of enlisted men to 5000
Minors enlistment of 340
Misconduct, stoppage of pay for disease or injury due to 7300–7302
Molders:
Aviation, designations for 4020
Ratings—
Qualifications for advancement to 4373
Restrictions to advancement of 4100
Restrictions to advancement to 4122

Paragraph.
Molders' class:
Description of 3346
Qualifications for entrance 3347a
Motor boat operators, entry in service record of men qualified as 7542
Motor boat operators' class:
Description of 3336
Qualifications for entrance 3337
Moving picture operator, entry in service record of men qualified as 7542
Musicians' class:
Description of 3510
Qualifications for entrance 3511
Musicians' school 3510, 3511
Muster rolls:
Abbreviations to be used on 6413
Data required on 6420
Date and term of enlistments, to be entered on 6421
Preparation and forwarding of, instructions for 6420–6423
Preparation of, instructions for 6422
Rate enlisted in, to be entered on 6421
Revised forms for 6420
Service numbers to be entered on 6421
Submitted—
By ships and stations going out of commission 6423
Quarterly—
By districts 6423
By receiving ships 6423
By ships 6423
For reserves on inactive duty 6423
Submitting, instructions for 6421–6423
National Naval Volunteers:
Correspondence about 9030
Members of, transferred to reserve force still belong to the Naval Militia 9950
Naturalization:
Aliens, authorization for 9200
Enlisted men, instructions concerning 9200–9211
Examiners, location of 9202
Filipinos 9201, 9210, 9211
Instructions to be given regarding, to aliens to be discharged 9200, 9203
Requirements for aliens 9201
Naval Academy:
Appointment of enlisted men to 5010
Final examinations for appointment to 5015
Number of appointments allowed for enlisted men 5011
Preliminary examinations for appointment to 5013
Qualifications for enlisted men to receiving appointments for 5012
Selection of candidates for appointment to 5013, 5014
Special schools for men desiring appointment to 3010, 5015
Naval districts authorized to recruit 350
Naval Militia:
Membership in, of reserves, not to interfere with their duties in reserve force 9950
Members of, transferred to the reserve force still belong to 9950
Men in reserve force may belong to 9950
Naval Reserve vessels:
Administration of discipline on board 7020
Detail of men to 6230, 6231
Navy cross. (*See* Medals, Navy cross.)
Navy Department, transfers to 6120

Paragraph.
Numbers, service. (*See* Service numbers.)
Oaths, officers authorized to administer 7000
Officers:
Acceptance of temporary appointments as, not to be considered extension of enlistment 5141
Appointments, as temporary, revocation of 5140–5142
Authorized to—
Administer oaths 7000
Approve transfers 6010–6013
Deliver discharges 8078
Grant leave 6310
Issue transportation 2100
Issue undesirable discharges 8310, 8311
Commanding. (*See* Commanding officers.)
Commanding, authorized to advance men in rating 4100
Commissioned, temporary appointments of 5142
Recruiting. (*See* Recruiting officers.)
Temporary, appointments as 5140–5142
Warrant. (*See* Warrant officers.)
Oilers:
Eligible for—
Fuel oil class 3361
Machinist's mates' class 3331
Motor boat operators' class 3339
No men to be advanced to rating of 4371
Optical repair class:
Description of 3390
Qualifications for entrance 3391
Optical repair school 3390, 3391
Orders for transfers:
Copy of, to be sent by mail 6033
To general detail on receiving ships 6031
Navy Department 6120
To show duties for which men are intended 6030
Ordnance class:
Description of 3300
Qualifications for entrance 3302
Outfits, on first enlistment for reserves enlisting in the Navy 310, 8025
Painters' class:
Description of 3344
Qualifications for entrance 3345
Parties:
Liberty, method of sending ashore 6301
Visiting, method of sending to ships 6301
Passengers, list of, to be submitted by ships sailing for distant service 6430
Passports:
Necessity for 9910–9914
Where obtained 9912
Patients, transfers of, to hospitals 6140–6144
Patternmakers' class:
Description of 3348
Qualifications for entrance 3349
Pay:
Arrears of, claims for 9400, 9401
Bands, no extra, for playing outside of stations 6250
Longevity, benefits of, for men who accepted commissions in the Naval Reserve Force 9950
Men obtaining early discharge entitled to increase on reenlistment 8020
Men who have lost clothing in a marine disaster 9412
One-quarter extra for overtime 6152

Pay—Continued. Paragraph.
Rate of, to be inserted in service record 6041, 6043
Stoppage of, for disease or injury due to misconduct 7300–7302
Pay accounts:
Accompany men when transferred 6033, 6034
Checkage of, for war risk insurance. (*See* War risk insurance.)
Discharge of men without 8040
Disposition of, when men are furloughed without pay 6327
Entry on, of transfer for discharge 6152
Men declared deserters 7110–7112
Men on furlough without pay, forwarded to auditor 6154
Men on retired list recalled to active duty 6100
Men transferred without regular accounts 6043
On transfer, to have information regarding war risk insurance 9606, 9614
Patients transferred to a hospital 6140
Pay of men who have been transferred without 6040
Release of men from active duty without 8040
Reserves, released from active duty, method of handling 8083
Stragglers 7101
Which do not accompany men on transfer 6035
Pay clerk:
Examinations for promotion to, composition of local boards 5151
Preliminary examination for promotion to 5111, 5112
Qualifications for promotion to 5600
Permanent appointments:
Boards for examination for 4230
Cancellation and revocation of 4240, 4241
Cancelled by failure to—
Receive honorable discharge 4241
Reenlist within four months 4241
Duty of examination boards 4231
Entry of, to be made on—
Continuous service certificates 4202, 8056, 9110
Discharges
Examination of—
Candidates for 4231, 4232
Pharmacist's mates for, special instructions for 4234
Form N. Nav. 21 to be forwarded for 4202
General qualifications for 4220, 4221, 4222
Issue of—
By commanding officers 4200
Instructions for 4201
Men eligible for 4210
Reports of examinations for 4233
To be filed with service record 4233
To be forwarded to bureau 4202
Petty officers:
Quarterly marks for 7510
Ratings—
Qualifications for advancement to 4350, 4350a, 4350b
Restrictions to, for appointments as mail clerks 4522
Requirements for assigning marks to 7520
Pharmacist:
Age limit for promotion to 5110
Examination for promotion to, composition of local boards 5151
Preliminary examination for promotion to 5111, 5112
Qualification for promotion to 5700, 5710
Pharmacist's mates:
Appointments as mail clerks 4522
Eligible for pharmacist's mates' class 3371, 3372, 3373

Pharmacist's mates—Continued. Paragraph.
Examinations for permanent appointment, special instruction for 4234
Independent duty—
Qualified for 6161–6164
Special training for 3110
Qualifications for permanent appointments 4221
Ratings—
Changes in, to be reported on Form N. M. S. H. C. 1 6451
Qualifications for advancement to 4383–4383c
Restrictions to advancement in 4122
Transfers of—
To be reported on Form N. M. S. H. C. 3 6451
To ships having no medical officers 6161–6164
Pharmacist's mates' class:
Description of 3370
Qualifications for entrance 3371–3373
Pharmacist's mates' training school 3370–3373
Description of 3370
Qualifications for entrance 3371–3373
Photographs for publicity purposes 110
Photography school 3498, 3499
Physical examinations on discharge or release from active duty 8075, 8083
Physical disability discharge. (*See* Medical discharges.)
Plumber and fitter rating abolished 4365
Policy of Bureau regarding:
Men awaiting trial by court-martial 7200
Record of performance of duty 7500–7504
Postmasters:
No bounty for enlistments 320
War risk insurance premiums may be paid to 9623
Premiums, insurance. (*See* War risk insurance.)
Printers, aviation, designations for 4020
Prisoners, weekly report of. (*See* Courts-martial.)
Prisoners at large. (*See* Courts-martial.)
Prisoners of war:
Disposition of service records in the case of 9130
Procedure for extending allotments in case of 9902
Probation, release and discharge of men serving on 8082
Proficiency in rating:
Definition of 7502
Marks for 7502
Promotion:
Applications for examination for 5113, 5120–5124
Made on Form N. Nav. 334 5114, 5121, 5122
Transcript of service record (Form N. Nav. 21) to be forwarded with 5114, 5122
Examinations for—
Appearance of candidates before boards 5130, 5131
Authority for candidates to appear 5123, 5124
Instructions for examining boards 5131, 5150–5156
Requests for waivers not to be considered 5122
When held 5100
Men eligible for examination for 5100–5114
Men not eligible for examination for 5111
Preliminary examinations for 5111–5114
To boatswain—
Aviation, qualifications for 5800–5803
Qualifications for 5200, 5201

Promotion—Continued. Paragraph.
To carpenter—
Aviation, qualifications for 5830–5834
Qualifications for 5500
To gunner—
Aviation, qualifications for 5810–5817
Electrical, qualifications for 5310, 5311
Ordnance, qualifications for 5300, 5301
Radio, examinations for 5111
Radio, qualifications for 5320
To machinist—
Aviation, qualifications for 5820–5829
Qualifications for 5400, 5401
To pay clerk—
Composition of local examining boards 5151
Qualifications for 5600
To pharmacist—
Age limit for 5110
Composition of local examining boards 5151
Qualifications for 5700, 5710
Publicity:
Activities on ships 100
Officers on ships 100
Photographs and new items for States and cities 110
Ships' activities 100
Work for ships named for States and cities 100e
Punishments 7300–7313
Records of 7310–7313
Qualifications:
Appointment as warrant officers, entry in service record of 7540
Special, entry in service records of 7540–7545
Quarterly marks 7510–7511
Instructions for making 7510–7511
Quartermasters:
Aviation, designations for 4020
General, ratings, qualifications for advancement to 4356, 4356a
Listeners, ratings abolished 4011
Signals, ratings, qualifications for advancement to 4357–4357d
Quartermasters (A) class:
Description of 3450
Qualifications for entrance 3451
Quartermasters (D) class:
Description of 3455
Qualifications for entrance 3456
Radio, electricians, report of, on Form N. Nav. 31 6450
Radio compass class:
Description of 3326
Qualifications for entrance 3327
Transfer of men to 3328
Radio operators' class:
Description of 3320
Qualifications for entrance 3321
Radio school:
Description of 3320, 3323, 3326
Qualifications for entrance 3321, 3323, 3327, 3328
Requirements for 3204
Radio telephone class:
Description of 3323
Qualifications for entrance 3324

Ratings: Paragraph.
Advancement in—
Copy of examination for, in service record 4140
Entry in service record of 4140
Examination boards for 4106, 4107
Form N. Nav. 8 forwarded for 4140
Form N. Nav. 21 forwarded for 4140
Men at recruiting stations 4103
Men eligible for 4110
Men qualified as listeners 4551
Men retired, eligible for 4111
Not restricted to men at trade schools 3203
Of hospital corpsmen, restrictions to 4122
Procedure to follow when making 4140
Qualifications for—
All enlisted men 4300
Bandmasters 4382
Bandsmen 4330
Boatswain's mates 4352, 4352b
Boiler makers 4375
Buglers 4330
Carpenters' mates 4364
Commissary stewards 4391
Coxswains 4352, 4352a
Electricians, general 4362–4362b
Electricians, radio 4363–4363d
Enginemen 4372, 4372a
Gunners' mates 4353–4353a
Hospital apprentices 4331, 4332
Master-at-arms 4351, 4351a
Men in messman branch 4310–4313
Mess attendants 4310, 4311, 4312
Molders 4373
Nonrated men in the artificer branch 4340
Nonrated men in the seaman branch 4320–4323
Nonrated men in the special branch 4330–4332
Officers' cooks and stewards 4311
Petty officers 4350, 4350a, 4350b
Pharmacist's mates 4383–4383c
Quartermasters, general 4356, 4356a
Quartermasters, signal 4357, 4357d
Rated men in the artificer branch 4360–4365
Rated men in the artificer branch, engine room force 4370–4375
Rated men in the commissary branch 4390, 4391
Rated men in the seaman branch 4350–4357d
Rated men in the special branch 4380–4383c
Seamen 4320, 4322
Special mechanics 4361
Turret captains 4355–4355d
Water tenders 4364, 4374a
Yeomen 4381, 4381a
Reports of—
Examination 4107
Forwarded to bureau 4141
Men in Fleet Reserve 4105
Restrictions to 4122
Advancements made by bureau 4120
To chief petty officers, restriction to 4121

Ratings—Continued. Paragraph.
Advancement in—Continued.
To petty officers—
Authority for 4100
Restrictions to 4122
Apprentice seamen, advancement of 4321
Bakers, men to be given, upon completion of course in bakers' class 3357
Change of, officers' cooks and stewards 4315
Changes from deck to engineer force, authority for 4101
Confirmation in—
Men discharged from Reserve Force, on reenlistment 361
Reserves—
Date to be made effective 4131
Report to be made to Navy allotment officer 4131
Upon being released from active duty 4130
Entries on, discharges 8010
Firemen, oil burning 4101
First enlistment 353, 360
Marks—
Assigned in case of reduction in 7533
For ability as leaders of men 7503
For men of lower, requirements for assigning 7521
Men completing course in enginemen's class 3333a
Men discharged from Reserve Force reenlisting 361
Men qualified for, at trade schools, to be transferred for general detail 3212
Men to be rated coppersmiths upon completion of course in coppersmiths' class 3337
Men transferred by, when transfers are made by the Bureau 6000
On enlistments, to be entered in muster roll 6421
Oiler, no men to be advanced to 4371
Plumber and fitter, abolished 4365
Proficiency in. (*See* Proficiency in rating.)
Reported on Form N. Nav. 8 6410
Reserves—
Enlisting in the Navy 8025
Released from active duty 8080
Restrictions of, for appointment as mail clerks 4522
Revocation of petty officer appointments 4104
Ships' cooks, men to be given, upon completion of course in ship's cooks' class 3354
Receiving ships:
Authorized to recruit 350
Crews of 6200–6203
Detail of men of long service to 6202
Men transferred to, for general detail 6031
Report of—
Men on general detail on Form N. Nav. 64 6441
Personnel on Form N. Nav. 25 6440
Reports on Form N. Nav. 8 6415
To submit—
List of men taking passage on ships 6430
Muster roll quarterly 6423
Records:
Health. (*See* Health records.)
Identification. (*See* Identification records.)
Performance of duty, Bureau's policy regarding 7500–7504
Recruiting:
Cooperation of commanding officers with the recruiting service 1
Discharge of recruits 372

Paragraph.
Recruiting—Continued.
Disposition of recruits 370, 371, 372
Distribution of literature 100c
Importance of 1
Literature 100a, 220
Men on leave to visit recruiting stations 100d
Men qualified for, entry in service record of 7542
Men under age 340, 341
Ships authorized to recruit 350
Stations authorized to recruit 350
Transportation—
Of recruits 2140
For ship recruiting parties 2141
Traveling parties 210
From ships 10
Subsistence for 9300, 9310–9313
Recruiting bureau, location of 220, 230
Recruiting districts:
Location of 230
Organization of 210
Recruiting divisions, location of 230
Recruiting duty:
Eligibility for detail to 6220
Length of detail to 6201
Recruiting inspectors, duties of 200
Recruiting officers:
Available for court-martial duty 7020
Duties of 710
Duties regarding men not recommended for reenlistment 441–444
Instructions for—
Accepting evidence of citizenship in the case of men reenlisting 9220
In cases of men reporting at recruiting stations while on leave or over leave 7120–7124
Investigation of applicants who may be under age 340, 341
On ships 10
To be publicity officers 100
To extend courtesies to men on leave 100
To request cooperation of ships 100
Recruiting service, organization of 200
Recruiting stations:
Advancement of men in rating at 4103
Authorized to offer rewards for deserters 7130
Form N. Nav. 235 not to be executed at 9631
Instructions for recruiting officers in cases of men reporting at, while on leave or over leave 7120–7124
List of 231
Main 210
Men on leave to visit 6316
Sub 210
Recruits:
Clothing outfits for 6111
Entitled to military meal identification cards 2200
May have choice of training stations 6112
Not to be retained on board ship 6110
To be furnished with proper clothing 310
To be retained on board 370
Red Cross, home service 9940–9946
Activities of 9941
Benefits of 9941, 9942

Red Cross, home service—Continued. Paragraph.
Investigations made by 9946
Location of representatives of 9943
Requests for assistance from 9944
To remain in effect after the war 9940
Unsatisfactory service from 9945
Verification of necessity for discharge or furlough without pay by 9946
Reenlistments:
Age limit on 401
Applications for—
Men receiving discharge to be given information concerning 8061
Not to be made to the bureau 8062
To be made to recruiting officers 8062
Duration of war men 421
Entries on service records, of agreements to make, after early discharge 8024
Evidence of citizenship on 9220
Failure to make, within four months, cancels permanent appointment 4241
Filipinos 431
Honorable discharge gratuity 420, 421, 422, 430
Inducements for, to be explained to men being discharged 8060
In Fleet Naval Reserve 403
In the Navy 403
Leave on 373, 430, 431, 432
After early discharge 8022, 8023
After honorable discharge 6312, 6313
Made at recruiting stations 210
Mail clerks 4520
Men not recommended for reenlistment 440–444
Men on furlough without pay 411, 6328
Men on retired list 402
Men over 35 years of age 401
Men physically rejected 450
Not to be made at sea 410, 8015
Quarterly recommendations for 7511
Service numbers not to be assigned on 9001
Transfers on 430
Where authorized 351
Where made 351
Registered mail, instructions regarding 9040, 9041
Reimbursements for clothing lost in a marine disaster 9410–9412
Release from active duty. (*See* Active duty, release from.)
Release papers:
Home address to be entered on 8059
Place of enlistment to be entered on 2310, 8059
Reports:
Annual, on Form N. Nav. 8 6415
Daily, on Form N. Nav. 8 6415
Deserters or stragglers 7100–7125
Electricians, general, when qualified as radio operators 4362c
Electricians, radio, to Director of Naval Communications 6450
Enlistments 820
Examinations for gun captain 4534
Men receiving subsistence 9330
Prisoners and detentioners. (*See* Courts-martial.)
Release from active duty 8085

Reports—Continued. Paragraph.
Transfers 6400–6451
Necessity for 6400
To be made promptly 6400
Transportation—
Checked by Bureau of Navigation 2500
Preparation of 2500–2512
Vacancy. (*See* Vacancy reports.)
Requests:
For discharge. (*See* Discharges, requests for.)
For transfer. (*See* transfers, requests for.)
For transfer, bureau desires to discourage 6001
Transportation, forms for 2110
Reservists:
Awaiting transfer to Regular Navy, subsistence for 9320
Classes 1C and 1D, disposition of service records on release from active duty 8084
Confirmation in rating of—
Date to be made effective 4131
Upon being released from active duty 4130
Discharge of 8000, 8002
To enlist in Army 363, 8220–8222
To enlist in Navy 8025
Duties of, not to be interfered with by belonging to Naval Militia 9950
Enlisting in the Navy, clothing outfit for 310, 8025
Entry of dates of active service on discharges 8054
Fleet, naval—
Inducements for enrollment in, to be explained to men receiving discharge 8060
Report of advancement in rating in 4105
Instructions for releasing from active duty 8080–8085
May belong to Naval Militia 9950
Method of handling pay accounts on release from active duty 8083
Not on active duty—
Quarterly muster rolls to be submitted for 6423
Subject to naval discipline 7010
Ratings of, on enlistment in the Navy 8025
Recalled to active duty 6101
Released from active duty—
Disposition of service and health records of 8083
Entitled to reduced railroad fare 2310
Form N. Nav. 21 to be forwarded for 8083
To be instructed regarding wearing the uniform 9720, 9721
Special instruction to be given when released from active duty 8083
Retainer pay, address of correspondence relating to 9902
Retired men:
Form N. Nav. 8 for, when recalled to active duty 6100
Health records of, when recalled to active duty 6100
On active service, eligible for advancement in rating 4111
Pay accounts of, when recalled to active duty 6100
Released from active duty 8081
Retirement:
Benefits of, for men who accepted commissions in Naval Reserve Force 9950
Reenlistment after 402
Rewards:
For deserters 7130, 7131
Procedure for paying of 7130

Paragraph.
Sailors and Soldiers Civil Relief Act 7220–7224
Schools:
Special, for men—
Appointed to the Naval Academy 3010, 5010, 5011
Desiring appointment to the Naval Academy 3010, 5015
Trade. (*See* Trade schools.)
Seamen:
Enlistment of—
Age for 360
Qualifications for 360
Ratings—
Change of, to firemen, authority for 4101
Qualifications for advancement in 4320, 4322
When not to be marked for ability as leaders of men 7503
Seaman branch:
Ratings, qualifications for advancement of—
Nonrated men in 4320–4325
Rated men in 4350–4357d
Seamen gunner certificates 4323
Seamen gunners' school:
Description of 3300–3306
Qualifications for entrance 3302, 3303, 3306
Requirements for 3204
Senior officers present, authorized to—
Approve transfers 6011
Grant leave 6310
Service:
Civil, employment in 9930
Home, Red Cross. (*See* Red Cross home service.)
Service numbers:
Assignment of 9000–9003
For men on first enlistment 350, 352
Men without, to be reported to the bureau 9000, 9002
Method of adding to identification tags already issued 1102
Not to be assigned to men reenlisting 9001
To be entered on all correspondence regarding men 9000, 9004
Baggage tags of men transferred 6036
Continuous service certificates 8050
Discharges 8050
Form N. Nav. 8 6412
Muster rolls 6421
Requests for—
Discharge 8010
Transfers 6022
To be given on reports of deaths 8411
To be placed on identification tags 1101
Use of, instructions for 9000–9004
Vessels going out of commission, disposition of 9003
Service records:
Accompany man when transferred 6032, 6033
Compared with men 6032, 9100
Copy of—
Claims for clothing lost in a marine disaster to be attached to 9400
Examination for advancement in rating in 4140
Deserters, special instructions for 7140, 7141
Disposition of—
Men furloughed without pay 6327
Men who are reported missing 9130
Prisoners of war 9130
Reserves released from active duty 8083, 8084

Service records—Continued. Paragraph.
Entries in—
Ability as leaders of men 7503
Advancement in rating 4140
Agreement to reenlist after early discharge 8024
Appointments 4104
As signalmen 4543
As temporary officers 5140
Aviation designations 4020
Character of duty performed 7541
Citizenship 330, 804, 9220
Confirmation in rating 4130
Deck courts 7311–7313
Discharge of men serving on probation 8082
Final marks 8051
General service designations 4010
Instructions for making 9120, 9121, 9122
Issue of war service certificate 8133
Letters of commendation 7411
Liberty 6300
Men discharged from hospitals 7302
Men discharged from the Navy at hospitals 8032
Men having a knowledge of foreign languages 7542
Men qualified in swimming 3101
Men receiving medals 7420, 7421
Men using influence to effect transfers 6020
Men using political influence 4120
Men who were inattentive in machinist's mates' class 3331a
Permanent appointments 4201
Prior to discharge 9120
Reasons for discharge 8079
Regarding undesirable discharges 8313
Revocation of appointment 4104
Service in—
Foreign lands and waters 7545
War zone 7545
Special details 7542
Special qualifications 7540–7545
Summary courts-martial 7311–7313
Trades 802, 7544
Transfers for discharge 6152, 8072, 8073
Finger prints to be placed in 1000
Insertion of sheets showing rates of pay 6041, 6043
Men appointed temporary officers to be forwarded to the Bureau of Navigation 5140
Men discharged, to be forwarded to bureau 8079
Men who have died, entry in about war risk insurance 8412
Men who have died, forwarded to the bureau 8412
Patients transferred to hospitals 6140
Procedure, in cases of stragglers 7101
Report of examination for permanent appointment, to be filed with 4233
Reserves transferred to regular Navy 710
Transcript of, forwarded with application for examination for promotion 5114, 5122
Warnings not to be entered in 7310
Service stripes:
Authorization for wearing 9723
Men transferred from Reserve Force to regular Navy not entitled to wear 9723

Paragraph.

Shipfitters:
- Aviation, designations for 4020
- Enlistment of, age for 360

Shipfitters' class:
- Description of 3338
- Qualifications for entrance 3339

Shipping articles:
- Entry of citizenship on 330
- Forwarding of 810–811
- Kinds of 800
- Preparation of 801, 802, 803

Ships:
- Allowance of—
  - Gun captains 4532
  - Mail clerks 4521
  - Signalmen 4543
- Authorized to—
  - Recruit 350
  - Reenlist men 400
- For reserves, discipline of naval men on 7020
- Going out of commission—
  - Appointment of mail clerks 4523
  - Disposition of service numbers assigned to 9003
  - Reports on Form N. Nav. 8 6415
  - To submit muster roll 6423
- Having no medical officers, transfer of pharmacist's mates to 6161–6164
- Loss of, reports of personnel 6400
- Men available on receiving ships to be reported on Form N. Nav. 61 6441
- Publicity activities 100
- Recruiting officers 10
- Recruits not to be retained on board 6110
- Reports on Form N. Nav. 8, before sailing 6415
- Sailing for distant service, to forward list of passengers 6430
- To cooperate with recruiting stations 100e
- To submit monthly list of crew 6423
- To submit muster rolls quarterly 6423
- Traveling recruiting parties 10
  - Subsistence for 9310–9313
- Unauthorized absence from. (*See* Deserters.)

Ships' cooks:
- Eligible for commissary stewards' class 3351
- Enlistment of, age for 360
- Men to be rated, upon completion of course in ship's cooks' class 3354

Ship's cooks' class:
- Description of 3353
- Qualifications for entrance 3354

Shipwrights, enlistment of, age for 360

Shipwrights' class:
- Description of 3340
- Qualifications for entrance 3341

Shoes, fitting of 9711

Shore duty:
- Detail to 6200–6203
  - Chief petty officers 6201, 6203
  - Length of 6201
  - Men in commissary branch 6201
  - Men in messman branch 6201
  - Men of long service 6202

Sick leave for men at hospitals 6311

Signal class: Paragraph.
Description of 3520
Qualifications for entrance 3521
Signalmen:
Allowance for ships 4543
Available for transfer 4543
Qualifications for appointment as 4540–4543
Signal school 3520, 3521
Soldiers and sailors civil relief act 7220–7224
Special branch:
Ratings, qualifications for advancement of—
Nonrated men in 4330–4332
Rated men in 4380–4383c
Special details, qualifications for appointment to 4500–4551
Special mechanics, ratings, qualifications for advancement to 4361
Special schools:
For men appointed to the Naval Academy 3010, 5010, 5011
For men desiring appointment to Naval Academy 3010, 5015
Stations:
Allowance of mail clerks 4521
Authorized to recruit 350
Going out of commission, to submit muster roll 6423
Reports on Form N., Nav. 8 6415
Surrender of—
Deserters at 7122–7125
Stragglers at 7120–7125
To submit muster roll quarterly 6423
Transfers at 6013
Stenographer, entry in service record of men qualified for 7542
Stewards, officers' ratings:
Changes of 4315
Qualifications for advancement to 4311
Stragglers:
Definition of 7100
Expedition of trials for 7125
Procedure for—
Declaring deserters 7110–7112
In cases of ships sailing 7100, 7101
Surrender of 7120–7125
At recruiting stations 2142, 2143
On ships 7121, 7122
Transportation for 2142, 2143
Who manifestly intended to desert 7110
Stripes, service authorization for wearing 9723
Submarine duty, qualifications for extra pay 4510–4512
Submarine, special, clothing outfits 9708
Subsistence:
Authorization for 9300
In special cases 9300
Claims for arrears of 9400, 9401
Furnished reservists released from active duty 8083
Men discharged as undesirable 341
Men on detached duty 9300
Men on inspection duty 9300
Men on temporary duty 9300
Military meal identification cards 2200–2203
Payment of, instructions for 9300–9330
Reports of men receiving 9330

Subsistence—Continued. Paragraph.
Reserves, awaiting transfer to Regular Navy 9320
Transportation, method of payment for 2202, 2203, 2210
Traveling recruiting parties 9300, 9310–9313
While traveling 2124, 2125
Summary courts-martial:
Entry of, in service record 7311–7313
Marks assigned in case of 7530
Surrenders:
Deserters and stragglers 7120–7125
Deserters, at stations 7123–7125
Men on leave or over leave, on ships 7121, 7122
Swimming:
Entry in service record of men qualified in 7542
Instruction for men 3101
Tags:
Baggage, men transferred 6036
Identification. (*See* Identification tags.)
Tailors, entry in service records of men qualified for 7542
Trades:
Entries on—
Continuous service certificates of 8050
Discharges of 8050
Service records of 7544
Trade schools:
Applicants for, qualifications for 3201, 3202, 3204
Artificers' school—
Blacksmiths' class 3344, 3345
Molders' class 3348, 3348a
Painters' class 3346, 3347
Patternmakers' class 3349, 3349a
Ship fitters' class 3340, 3341
Shipwrights' class 3342, 3343
Aviation mechanics' school—
Advanced machinist's mates' class 3425, 3426
Apprentice metal workers' class 3400, 3401
Apprentice woodworkers' class 3410, 3411
Armorers' class 3480, 3481
Boatswains' and carpenters' class 3470, 3471
Carpenter's mates' class 3460, 3461
Coppersmiths' class 3490, 3491
Ignition class 3430, 3431
Instrument repair class 3440, 3441
Machinist's mates' class 3420, 3421
Meteorology and aerology class 3495–3497
Quartermasters' (A) class 3450, 3451
Quartermasters' (D) class 3455, 3456
Commissary school—
Bakers' class 3356, 3357
Commissary stewards' class 3350, 3351
Ship's cooks' class 3353, 3354
Details to 3200, 6210
Diesel engine school, class for instruction in care and operation of Diesel engines 3380, 3381
Electrical school (general)—
Electricans' class 3310–3312
Gyro compass class 3313, 3314
Extension of enlistments to attend 510
Fuel oil school 3360, 3361

Paragraph.

Trade schools—Continued.
- Instructions for men entering 3210
- Located at training stations 3000
- Locations of 3020
- Machinist's mates' school—
  - Coppersmiths' class 3336, 3337
  - Enginemen's class 3332, 3333, 3333a
  - Gas enginemen's class 3334, 3335
  - Machinist's mates' class 3330, 3331, 3331a
  - Motor boat operators' class 3338, 3339
- Men attending—
  - Entitled to only one course at 3212
  - Marks for 8051
  - Not eligible for—
    - Discharge by special order 8016
    - Furlough without pay 3211, 8016
  - Restrictions to furlough without pay for 6325
- Men completing courses at, not to be furloughed or discharged by special order 6210
- Optical repair school, optical repair class 3390, 3391
- Pharmacist's mates' training school 3370–3373
- Photography school 3498, 3499
- Recommendations for 3202, 3203
- Radio school—
  - Radio compass class 3325–3328
  - Radio operators' class 3323, 3324
  - Radio telephone class 3323, 3324
- Recruit—
  - Buglers' school, buglers' class 3530, 3531
  - Hospital corps training school, hospital apprentices' class 3550, 3551
  - Location of 3030
  - Mess attendants' school, mess attendants' class 3540, 3541
  - Signal school, signal class 3520, 3521
  - Yeomen school, yoemen class 3500–3502
- Seamen gunners' school—
  - Deep-sea diving class 3305, 3306
  - Ordnance class 3300, 3302
  - Torpedo class 3301, 3302, 3303
- Transfers to 6023

Training:
- Hospital corpsmen—
  - For independent duty 3110
  - Routine 3112
- Marks, for apprentice seamen under 8051
- Men for lookouts 3100
- Transfers for 6110–6112
  - Apprentice seamen for 6111
  - Hospital apprentices for 6111, 6160
- Transfers of, men after, recruit 6112

Training stations:
- Authorized to recruit 350
- Location of 3000
- Recruits may have choice of 6112
- Restrictions to furlough without pay for men at 6324

Transfers:
- At hospitals 6013
- At shore stations 6011, 6013
- Beyond the continental limits of the United States 6002, 6011, 6012
- Commanders in chief authorized to approve 6002, 6010

Transfers—Continued. Paragraph.
Commanding officers to notify supply officers of 6034
Comparison of men with service records on 9100
Correspondence about men, who have received, instructions for handling 9020, 9021
Drafts, baggage to accompany men 6036
Emergency, patients to hospitals 6033, 6140
Ex-soldiers and marines to a receiving ship upon enlistment 4321
For discharge 6012, 6150–6156
Dishonorable or bad conduct 6156, 8300
Entry in service records on 8072, 8073
For disciplinary purposes 6155, 8300, 8301
For inaptitude or undesirability 8300
For undesirability 8300, 8310
Men not in the vicinity of their pay officer 6150
Men outside the continental limits of the United States 6151–6153
Men to receiving ships 8020
Men with incomplete papers 6150, 8071
Not to be made 6150
Undesirable, on account of under age enlistment 8321
For general detail, men qualified for ratings at trade schools 3212
For training 6110–6112
Apprentice seamen and hospital apprentices 6111
General instructions for making 6030–6035
Hospital corpsmen 6160–6164
For training 6160
To be reported on Form N. M. S. H. C. 3 6451
Made at the expense of the man concerned 6023
Made on single transfer accounts 6033
Mail clerks 4520
Men, at the completion of recruit training 6112
Men completing course at enginemen's class 3333a
Men discharged from treatment at hospitals 6144
Men from foreign stations, reports on Form N. Nav. 8 6415
Men from machinist's mates' class 3331a
Men having special winter clothing outfits 9703
Men on small vessels 6002
Men serving in tropical waters 6002
Men, to ships, rating of apprentice seamen before 4321
Men using influence for 6020
Men without pay accounts 6035
Procedure for paying 6040–6043
Method of tagging baggage of men 6036
Officers authorized to approve 6010–6013
Orders for—
Copy of, to be sent by mail 6033
To show duties for which men are intended 6030
Patients—
From one hospital to another 6142, 6143
To hospitals 6140–6144
At Hampton Roads, Va 6141
Pay accounts—
How to be sent 6033
To have information regarding war risk insurance 9606, 9614
Pharmacist's mates, to ships having no medical officers 6161–6164
Policy of bureau regarding 6000
Reports of 6400–6451
Necessity for 6400
On Form N. Nav. 8 6410, 6411
To be made promptly 6400

Transfers—Continued. Paragraph.
Requests for 6020–6023
Bureau desires to discourage 6001
Entry of aviation designations on 4020
Entry of general service designations on 4010
Forwarded to bureau in special cases 6021
Forwarded to commanders in chief 6021
Monthly report to bureau 6022
Service numbers to be entered on 6022
Reserves to regular Navy, subsistence for 9320
Senior officers present, authorized to approve 6011
Service records to accompany men 6032, 6033
To foreign service 6034, 6130
Necessity for certificates of identification 9910–9914
To meteorology and aerology class, and from 3497
To Navy Department 6120
To radio compass class 3328
To receiving ships, men for general detail 6031
To ships, men attending gyro compass class 3316, 3317, 3318
To trade schools 6023
To United States, for short time men 6012
Transportation:
Accountability for cash of men traveling 2127
After discharge 8059
Applicants for Fleet Naval Reserve 2144
Cash to be furnished for 2123 (d), 2124, 2125
Classes, of fares 2120
Classes, on steamship lines 2011
For deserters 2143
Drafts of men 2122
Men discharged as undesirable 341
Men discharged on account of under-age enlistments 2305
Men honorably discharged or released 2300, 2301, 2302
Men in Fleet Naval Reserve 2304
Men not honorably discharged 2303, 2305
Men on leave or over leave reporting at recruiting stations 7120–7124
Men on leave returning to ships 2142
Men to Asiatic Station 2123 k
Men to furnish statement of all expenditures 2127, 2128
Men who have missed train connections 2142
Military meal identification cards 2200–2203
Not requiring special train service 2122
Of dead bodies 8430–8432
Officers authorized to issue 2100
On discharges 341, 502, 8076
Men without pay accounts 8040
Pullman cars—
Instructions regarding issue of 2131, 2132
Requests for 2130
Recruits 2140
Receipts for cash expended 2126
Receipt forms to be furnished 2125
Reports—
Checked by Bureau of Navigation 2500
Preparation of 2510–2512
Requests for—
Forms for 2110
Instructions for issuing 2121
Instructions governing the use of 2150

Transportation—Continued. Paragraph.
Requests for—Continued.
Via Army transport 2000
Via steamship lines 2010, 2012
Requiring special train service 2122
Reserves 2150
On release from active duty 8083
Special rates, on steamship lines 2015
Stragglers 2142, 2143
Subsistence, method of payment for 2202, 2203, 2210
Trials—
By court-martial (*see* Courts-martial) of men before civil courts 7220–7224
Turret captains' ratings, qualifications for advancement to 4355–4355d
Unauthorized absence from ships. (*See* Deserters.)
Under-age enlistments. (*See* Enlistments, under age.)
Undesirable discharges:
Authorization for 8310, 8311
Entry of, to be made on service records 8313
For under-age enlistments 341, 8320–8322
Instructions regarding 8310–8313
Men receiving—
Distinctive parts of uniform to be removed 8331
Not entitled to bonus 8092
To be furnished with civilian clothes 8330
Transfers for 6155, 8300, 8310
Warning against 9700–9723
Uniforms:
Authorization for wearing service stripes 9723
Fitting of 9710
Instructions regarding wearing of 9720, 9723
Men discharged for disciplinary purposes 8331
Men on furlough without pay, not entitled to wear 6329, 9722
Reserves not on active duty, wearing, subject to naval discipline 7010
Restrictions against wearing 9720
Wearing of, by men discharged or released from active duty 9720–9722
Unofficial correspondence for enlisted men 9010
Vacancy reports 8021, 8022
Victory medals. (*See* Medals, victory.)
Visiting parties method of sending to ships 6301
Warnings, entry of, on records 7310
Warrant officers:
Aviation, qualifications for promotion to 5800–5834
Men discharged to accept appointments as 421
Men qualified for, entry in service record of 7540
Promotion of men to 5100–5834
Reserve Force, service as, to be counted for retirement and longevity pay 9950
War risk insurance:
Act, does not pertain to Insular Force of the Navy or Samoan Native Guard and Band 9630
Act, instructions for forwarding claims for benefits from 9635
Applications, transmittal of, to Bureau of 9606
Compensation under, entry to be made in health record of men being discharged, when entitled to 8063
Compulsory allotments (Class A)—
Exemption from 9601
Method of making 9600

Paragraph.

War risk insurance—Continued.
Converted insurance—
Applications for 9621
Checkage of premiums during conversion 9622–9622b
Instructions concerning 9620
Matters pertaining to, to be handled direct with the Bureau of 9624b
Methods of paying premiums 9623
Payment of premiums by allotments 9624–9624b
Entry of—
Amount of, to be made in service records and continuous-service certificates of deceased persons 8412
To be made in continuous-service certificate 8079
To be made on discharges 8079
Family allotments and allowances 9600–9609
Applications for corrections and changes to 9608
Applications for issue of 9604
Men declared deserters 9609
Methods of making applications for 9600
Family allotments (Class B)—
Change in status of men making 9605c
Checkage of 9605–9605c
Definition of 9600
Form N. Nav. 235 to be forwarded for any change in 9634
Method of making 9602
Family allotments, definition of 9600
Family allowances, description of 9603
Form N. Nav. 235 to take the place of old beneficiary slip 9631
Name to be spelled in full on all correspondence concerning 9632
Premiums, method of payment of, after discharge 8064
Term insurance—
Applications for 9610, 9612
Applications for, transmittal of, to Bureau of 9614
Applications made by an illiterate, instructions for 9633
Beneficiaries of 9611
Cancellation of 9613d
Checkage of premiums—
During conversion 9622–9622b
For 9613–9613d
Form N. Nav. 235 to be forwarded to the bureau for any change in 9634
Instructions for men to be discharged regarding 9616
Men declared deserters 9617
Quarterly abstract of checkages for 9615
Rates for 9613c
War service, influence for honorable discharge 8112
War-service certificates:
Applications for additional supply of 8134
Each person to receive one only 8130
Issue of—
By Bureau of Navigation 8132
By commandants of naval districts 8132
By ships and stations 8132
Entry in service record of 8133
Instruction for 8130–8134
Men eligible to receive 8131
Method of handling stubs for 8133–8135
To bear seal of issuing ship 8130
War Zone, entry in service record, showing service in 7545

MARINE CORPS HISTORICAL LIBRARY

Paragraph.

Water tenders:
- Available for detail as instructors of apprentice seamen 4502
- Eligible for—
  - Fuel-oil class 3361
  - Machinist mates' class 3331
- Ratings, qualifications for advancement to 4374, 4374a

Winter clothing outfits. (*See* Clothing outfits.)

Yeomen:
- Duty especially qualified for, entry in service record of 7541
- Not to be appointed mail clerks 4522
- Qualifications for advancement in rating to 4381, 4381a

Yeomen class:
- Description of 3500
- Qualifications for entrance 3500–3502

Yeomen school 3500–3502

O

Instructions governing the handling of enlisted personnel.

10337

#12184851
MARINE CORPS U LIBRARY
3000174481